HCM Newsletter

April 2016

From the Editor:

Spring is finally in the air! To help those planning vacations to take advantage of the warm weather, this month's newsletter will address the topic of "Time Management in BUworks". Exempt (Monthly salaried) employees request for an absence through ESS (Employee Self Service). Non-Exempt (Weekly paid and hourly workers) use ESS to fill out time sheets, also known as the Cross Application Time Sheet (CATS). I want to remind you that while it is expected that you apply for a planned absence ahead of time, in the BUworks implementation of SAP, you can also request for the absence retro-actively, after it has been taken. In the special case of compensatory time, comp time earned must be used within 6 months. Please find important FAQs regarding time services at http://bu.edu/buworks/timeservices/

April's payroll calendar is located at http://www.bu.edu/cfo/comptroller/departments/payroll/resources/monthly-payroll-calendars/

Feel free to email me at srao22@bu.edu with comments.

Shuchita Rao

(HCM Trainer)

Time Related FAQs

1. What is the procedure to apply for Comp time if I have worked on a BU holiday, during intersession or an emergency closing?
A. Exempt employees must submit a request to earn compensatory time for time worked on a holiday/intersession/emergency closing. To do this, choose the "Comp Time Earned (Exempt)" option from list of absences in the Type of Time Off dropdown list. The day after it is approved by your manager, select the "Comp Time" option from the drop down list when you want to use the earned compensatory time. This time must be used up within six months from the day it was earned.
B. For example, if you worked on January 18, 2016 (Martin Luther King Day), you should request compensatory time on Jan 18 by choosing Comp Time Earned (Exempt) from the drop down list of absence types.

The day after your request is approved by the manager, this allows the system to create the comp hours overnight, and you can request to use the "Comp Time" by selecting that absence type from the drop down list of absences. Make sure the date you select is within six months of the date it was

earned, in this example July 18th. Please consult your HRBP for any questions you may have about policy.

2. How can I apply for one and half a day of sick/vacation (example: 12 hours) of time?
   A. In a situation when you have needed to apply for 12 contiguous hours (one and half days) of sick time, you will need to apply for a half day of absence (4 hours) separately from the full day's absence (8 hours). In the example below, eight hours are requested on March 29 and four additional hours are requested on March 30.

3. As a non-exempt employee, if I plan on working on the upcoming July 4th holiday, or on any BU Paid Holiday, how should I code it on my timesheet?
   A. July 4th is a BU paid holiday, enter your planned hours with code 1012 BU Paid Holiday. If you work the entire day or a portion of it, please record the hour worked with code 1000 on July 4th on your timesheet.

4. What reports that relate to Employee Absences are available to Managers/Payroll Coordinators/Timekeepers?
   A. The "Employee Absence Tracking" report shows historical data for one or more employees in a department (Org Unit) over a period of time You can specify a BUID to look up the absences of a single employee and provide a date range to see absences in that specific date range. You can also create a report for all the employees in a department over a selected period of time. To access this report, click on the Reporting tab in BUworks and then on Time Management. Timekeepers and Payroll Coordinators can also run the transaction ZHR_EXCEPTIONUSE in WEBgui to create a report on the employees that have not taken sick/vacation days over a selected period of time. For help documents on these two reports, go to http://www.bu.edu/buworks/timeservices/

Upcoming Training Sessions (Sign up at http://www.bu.edu/tech/training)

1. PPOSE/HCM training for 90 minutes at BUMC Instructional Building L1110 (11th floor) on Friday April 22 at 3PM.
2. HCM training for 90 minutes at Henry Goldman school of Dental Medicine, 100 E. Newton St, Suite 317 on Friday, April 29 at 11:30 AM.