Releasing 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 release and approve time on time.

As a timekeeper, you can release hours, *if necessary*. An employee may have entered and saved their hours, but may not have clicked on the "Release directly" button to release the hours resulting in the manager not being to approve the hours via Manager Self Service. This instruction guide explains how you can release (*and automatically approve*) hours for the weekly-paid employees in your department using the CAT2 transaction.

	1. Log on to **BUworks Central**: https://ppo.buw.bu.edu 2. Click on the **WebGUI** tab 3. Click on **ECC System**
	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)
	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
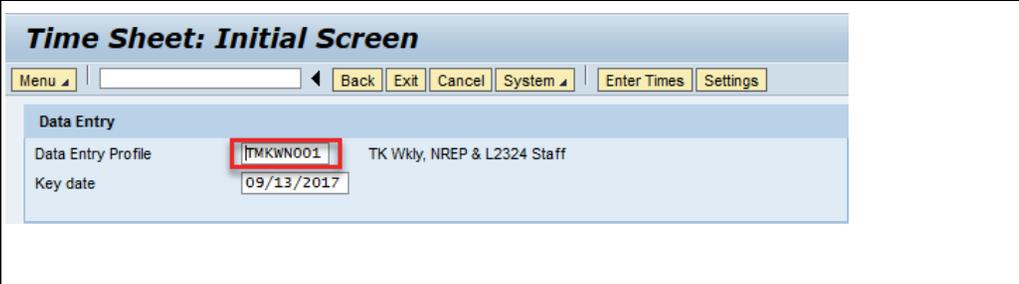
2/28/2018

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 view the employee's timesheet

In the example shown, the employee is scheduled to work 37.5 hours per week. The employee entered and saved these hours, but did not complete the final step of "releasing" them for approval

The default timesheet view is the "Data Entry View" (shown as a faded button located at the bottom of the screen) which allows you to modify any hours entered on the timesheet

8. To release the hours, you must first change the view from Data Entry to the Release View. Click on the **Release View** button located at the bottom of the screen

2/28/2018

9. Notice that the actual hours for each day are blue in color, which is an indication that they have not been released. Highlight any row(s) of hours that are blue in color by clicking on the silver square to the far left of each row. Click on the **Release** button

NOTE: If the release button is not visible, click on the Additional fields button and select the "Release" option from the drop-down.
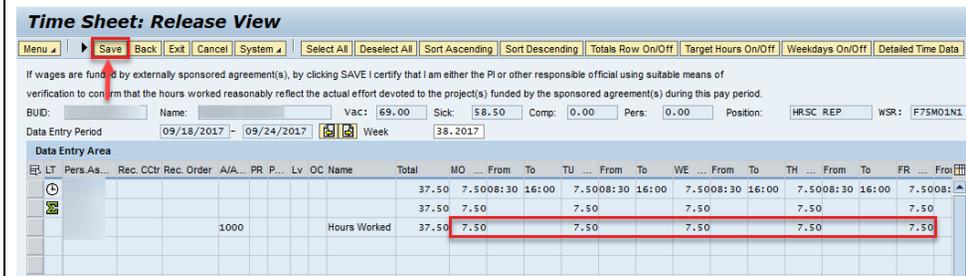
10. You will notice that the hours that were blue in color changed to black in color, which indicates the hours have been released and approved. Click on the **Save** button. You have released and approved the hours for the specified week for the employee!