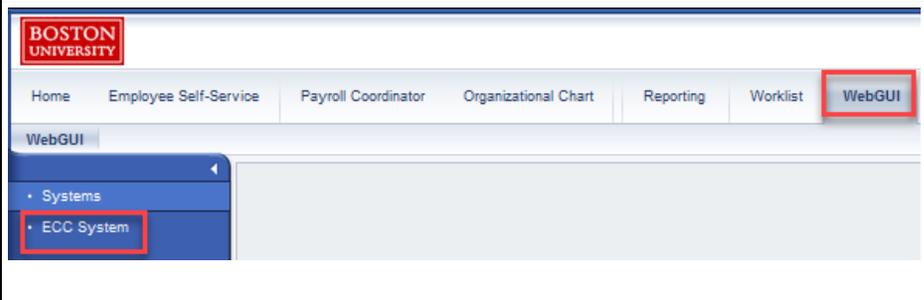


## Changing Work Schedules as a Timekeeper via WebGUI–Quick Reference Guide

Managers and Payroll Coordinators have the ability to change work schedule rules through an Employee Position Update form. However, if work schedules in your department are changed on a frequent basis, Timekeepers can go through the “WebGUI” to change employee work schedules.

**NOTE:** Work schedule rule changes cannot be processed by Timekeepers retroactively and can only be changed if they are future dated. For retro changes, please email the Payroll Department at [bupay@bu.edu](mailto:bupay@bu.edu)

	<ol style="list-style-type: none"> <li>1. Log on to <b>BUworks Central</b> <a href="https://ppo.buw.bu.edu">https://ppo.buw.bu.edu</a></li> <li>2. Click on <b>WebGUI</b></li> <li>3. Click on <b>ECC System</b></li> </ol>
	<ol style="list-style-type: none"> <li>4. In your User Menu, click on the folder <b>Maintain-L2324, NREP Timekeeper – Distributed</b>. From the options displayed, click on <b>Maintain Time Data</b></li> </ol>

## Changing Work Schedules as a Timekeeper via WebGUI–Quick Reference Guide

**Maintain Time Data**

Menu | Back | Exit | Cancel | System | Create | Change | **Copy** | Delete | Overview | List entry | Week | Month | Year

BUID: U03025280 Pers. Assgn: 50043853 Active 00106803 Main A

Name: Miss MEL KURZOK

EE group: 8 Staff-NonExem... Pers. area: 1000 Charles River Campus

EE subgroup: 13 Cler/Tech/Svc/... Cost Center: 1170120000 HR Office

**Time**

Infotype text: S...

**Planned Working Time** (highlighted)

Substitutions

Time Quota Compensation

Time Sheet Defaults

Direct selection

Infotype: STY

5. Enter the BUID# for the employee whose schedule you wish to change. Highlight **Planned Working Time** by clicking on it. Click on the “copy” button

**NOTE: Please do not click on the “Change” button!**

**Copy Planned Working Time**

Menu | Save | Back | Exit | Cancel | System | Overview | Work schedule

Person ID: U03025280 Pers. Assgn: 50043853 Active 00106803 Main A

Personnel No: 106603 Name: Miss MEL KURZOK

EE group: 8 Staff-NonExempt ... Personnel ar: 1000 Charles River Campus

EE subgroup: 13 Cler/Tech/Svc/RSCler Status: Active

Start: 02/22/2018 To: 12/31/9999

**Work schedule rule**

**Work schedule rule: F0P7M01N1 hour 5 day** (highlighted)

Time Mgmt status: 1 - Time evaluation of actual times

Working week: Working week Monday

Part-time employee

**Working time**

Employment percent	114.29
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.34
Annual working hours	2080.08
Weekly workdays	5.00

6. Click your cursor within the **Work Schedule Rule** box. Click on it the **Match Code** icon next to the WSR box to see a list of available schedules

## Changing Work Schedules as a Timekeeper via WebGUI–Quick Reference Guide

**Copy Planned Working Time**

Menu | Save | Back | Exit | Cancel | System | Overview | Work schedule

Person ID: U03025280 | Pers. Assgn: 50043853 Active 00106003 Main A

Personnel No: 106603 | Name: Miss MEL KURZOK

EE group: 8 Staff-NonExempt ... Personnel ar: 1000 Charles River Campus

EE subgroup: 13 Cler/Tech/Svc/RSCler | Status: Active

Start: 02/22/2018 | To: 12/31/9999

Work schedule rule: F07M01N1 7 hour 5 day

Time Mgmt status: 1 - Time evaluation of actual times

Working week: Working week Monday

Restrict Value Range (1)

r ID	PS grouping	WS rule	Work schedule rule text	P...	Start Date	End Date
	15	E08M01N1	8 hr/5 dy - 11 months	P08A	11/01/2014	12/31/9999
	15	F07FR1N1	7 hour 5 day	P07J	11/01/2014	12/31/9999
	15	F08FR1N1	8 hour 5 day	P08J	11/01/2014	12/31/9999
	15	F08M01N1	8 hour 5 day	P08A	11/01/2014	12/31/9999
	15	F08SA1N1	8 hour 5 day	P08G	11/01/2014	12/31/9999
	15	F08SU1N1	8 hour 5 day	P08D	11/01/2014	12/31/9999
	15	F75SA1N1	7.5 hr 5 day	P75G	11/01/2014	12/31/9999
	15	F75SU1N1	7.5 hr 5 day	P75D	11/01/2014	12/31/9999

7. To select the work schedule that you would like the employee to be on, click on it to highlight it. Click on the green check mark at the bottom of the screen

8. Click on the start date field to change it to when you want the new work schedule to be effective

**Display Work Schedule**

Menu | Back | Exit | Cancel | System | Choose | Previous month | Next month

ES grouping: 1 | DWS grouping: 15 | Monthly hours: 160.00

Holiday Calendar ID: BU | Period work schedule: P08A

PS grouping: 15 | Work schedule rule: F08M01N1

Valid: February 2018 | Chngd: 08/24/2017 | DVSANTOS

Work Schedule

D	SU	MO	TU	WE	TH	FR	SA	HC
					01	02	03	
					D08A	D08A	OFF	
04		05		06				
	OFF	D08A		D08A	D08A	D08A	OFF	
11		12		13				
	OFF	D08A		D08A	D08A	D08A	OFF	
18		19	1	20				
	OFF	2 D08A		D08A	D08A	D08A	OFF	
25		26		27				
	OFF	D08A		D08A				

Restart: Month | Day | in year

9. Click on the Work Schedule button to confirm the days and the times the employee will be “off” or “on”

10. Click on Back button to take you to the previous screen

## Changing Work Schedules as a Timekeeper via WebGUI–Quick Reference Guide

**Copy Planned Working Time**

Menu  Save Back Exit Cancel System Overview Work schedule

Person ID: U03025280 Pers. Assgn: 50043853 Active 00106803 Main A

Personnel No: 106603 Name: Miss MEL KURZOK

EE group: 8 Staff-NonExempt... Personnel ar: 1000 Charles River Campus

EE subgroup: 13 Cler/Tech/Svc/RSCler Status: Active

Start: 02/22/2018 To: 12/31/9999

**Work schedule rule**

Work schedule rule: F08M01N1 hour 5 day

Time Mgmt status: 1 - Time evaluation of actual times

Working week: Working week Monday

Part-time employee

**Working time**

Employment percent	114.29
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.34
Annual working hours	2080.08
Weekly workdays	5.00

Hit list

11. Keep hitting your enter key through a series of yellow

“soft” warnings until “ Save your entries” appears at the bottom left of your screen

12. Click on Save button to save your changed work schedule

## Changing Work Schedules as a Timekeeper via WebGUI–Quick Reference Guide

**Below is a breakdown of how work schedule rules are created and what each part means:**

**Code Breakdown:**

A WSR code is composed of eight digits.

**Code Key:**

*First digit: identifies the type of employee.*

- F = full time, 12 month employee
- P = part time, 12 month employee
- C = casual or temporary employee, full or part time
- N = full time, nine month employee
- T = full time, ten month employee
- E = full time, eleven month employee
- Z = faculty only: 2, 3, 4, 5 and 8 month schedules (identified by last digit)
- Y = faculty only: two-month summer schedules

*Second and third digits: identifies planned hours worked per day.*

- 04 = four hour per day employee
- 05 = five hour per day employee
- 06 = six hour per day employee
- 07 = seven hour per day employee
- 75 = seven and a half hour per day employee
- 08 = eight hour per day employee
- 85 = eight and a half hour per day employee
- 09 = nine hour per day employee
- 10 = ten hour per day employee

*Fourth and fifth digits: identifies the day of the week the schedule pattern begins.*

- MO = Monday start
- TU = Tuesday start
- WE = Wednesday start

## Changing Work Schedules as a Timekeeper via WebGUI–Quick Reference Guide

- TH = Thursday start
- FR = Friday start
- SA = Saturday start
- SU = Sunday start

*Sixth digit: identifies the shift to be worked.*

- 1 = day or first shift, generally starts between 3 a.m. and 1:59 p.m.
- 2 = evening or second shift, generally starts between 2 p.m. and 9:59 p.m.
- 3 = night or third shift, generally starts between 10 p.m. and 2:59 a.m.
- 4 = split shifts, employee works a combination of 2 day parts regularly

*Seventh digit: identifies if the schedule has a rotating pattern or not.*

- R = rotating shift, e.g., four days on and two days off or MO-TH and SU week 1 and MO-WE & SA,SU week 2, applies to less than 50 University employees
- N = non-rotating, planned work time stays the same each week, applies to over 99.55% of all University employees

*Eighth digit: identifies the week of the rotation or a unique non-rotating pattern.*

- Rotation sequence “R”: at BU a rotating schedule may be as short as two weeks or as long as six. The number indicates the week of the rotation sequence. Select the week of the rotation the employee is in at the conversion date. Applies only to BUPD and one instance at Mugar Library.
- Non-rotation “N”: Identifies work schedules that have similar patterns but deviate enough to require a separate WSR.
  - For example: The WSRs below are all ten month day shift positions that start on a Monday, work 7 hour days, 5 days per week and do not rotate. They are distinguished by the description and identified independently in SAP by the final digit.

T07MO1N1	7hr 5d 10m (1Aug-31May)	August 1 – May 31
T07MO1N2	7hr 5d 10m (2MOAug-2SUJn)	2 <sup>nd</sup> MO in Aug.-2 <sup>nd</sup> SU in June
T07MO1N3	7hr 5d 10m (3MOAug-3SUJn)	3 <sup>rd</sup> MO in Aug.-3 <sup>rd</sup> SU in June

## Changing Work Schedules as a Timekeeper via WebGUI–Quick Reference Guide

T07MO1N4	7hr 5d 10m (4MOAug-4SUJn)	4 <sup>th</sup> MO in Aug.-4 <sup>th</sup> SU in June
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- Faculty “Y & Z schedules:

Work Schedule Rule	WSR Description	Effective Period
Z08MO1N1	8 hrs./5 days/4 months	January 1- April 30
Z08MO1N2	8 hrs./5 days/4 months	May 1 – August 31
Z08MO1N3	8 hrs./5 days/2months	January 1 – February 28
Z08MO1N4	8 hrs./5 days/4 months	September 1 - December 31
Z08MO1N5	8 hrs./5 days/5 months	January 1 – May 31
Z08MO1N6	8 hrs./5 days/2 months	March 1 – April 30
Z08MO1N7	8 hrs./5 days/2 months	September 1 – October 31
Z08MO1N8	8 hrs./5 days/4 months	September 1 – April 30
Z08MO1N9	8 hrs./5 days/2 months	November 1 - December 31
Y08MO1N1	8 hrs./5 days/2 months	May 1 – June 30
Y08MO1N1	8 hrs./5 days/2 months	July 1 – August 31

### **Part Time and Casual Employee Schedules**

Employees in either of these classifications work such varied schedules it was not possible to identify individual schedules.

Consequently an open 24 hour flexible schedule has been used. It is necessary to identify if the position is comparable to a full time eight, seven and one half or seven hour day.

WS rule	Work schedule rule ...	WS rule	Work schedule rule ...	PWS
P24FLEXA	7 Hour Flex Schedule	C24FLEXA	7 Hour Flex Schedule	PFLA
P24FLEXB	7.5 Hour Flex Schedule	C24FLEXB	7.5 Hour Flex Schedule	PFLB
P24FLEXC	8 Hour Flex Schedule	C24FLEXC	8 Hour Flex Schedule	PFLC

Temporary (casual – c) employees:

## Changing Work Schedules as a Timekeeper via WebGUI–Quick Reference Guide

WS rule	Work schedule rule ...	PWS
C24FLEXA	7 Hour Flex Schedule	PFLA C
C24FLEXB	7.5 Hour Flex Schedule	PFLB C
C24FLEXC	8 Hour Flex Schedule	PFLC C

## Changing Work Schedules as a Timekeeper via WebGUI–Quick Reference Guide

Restrict Value Range (1) 70 Entries found

Restrictions

ES grouping: 2  
Holiday Calendar ID: BU  
PS grouping: 15

WS rule	Work schedule rule text	PWS	Start Date	End Date
F08SA1N1	8 hour 5 day Sat. - Wed.	P08G	11/01/2014	12/31/9999
F08SU1N1	8 hour 5 day Sun.-Thurs.	P08D	01/01/1900	12/31/9999
F08TU1N1	8 Hour 5 Day Tues.-Sat.	P08S	01/01/1900	12/31/9999
F08WE1N1	8 Hour 5 Day Wed - Sun	P08P	01/01/1900	12/31/9999
F08WE2N1	8 hour 5 day 2nd shift	P08Q	01/01/1900	12/31/9999
F10MO1N1	10 hr 4 day Mon.-Thurs.	P10A	01/01/1900	12/31/9999
F10MO1N2	10 hr 4 day M, T, Th, F	P10B	01/01/1900	12/31/9999
F10MO1N3	10 hr 4 day M, W, Th, F	P10C	01/01/1900	12/31/9999
F85MO1R1	8.5 hr 5 day	P85A	01/01/1900	12/31/9999
F85MO1R2	8.5 hr 5 day	P85A	01/01/1900	12/31/9999
F85MO1R3	8.5 hr 5 day	P85A	01/01/1900	12/31/9999
F85MO1R4	8.5 hr 5 day	P85A	01/01/1900	12/31/9999
F85MO1R5	8.5 hr 5 day	P85A	01/01/1900	12/31/9999
F85MO1R6	8.5 hr 5 day	P85A	01/01/1900	12/31/9999
F85MO2R1	8.5 hr 5 day 2nd shift	P85B	01/01/1900	12/31/9999
F85MO2R2	8.5 hr 5 day 2nd shift	P85B	01/01/1900	12/31/9999
F85MO2R3	8.5 hr 5 day 2nd shift	P85B	01/01/1900	12/31/9999
F85MO2R4	8.5 hr 5 day 2nd shift	P85B	01/01/1900	12/31/9999
F85MO2R5	8.5 hr 5 day 2nd shift	P85B	01/01/1900	12/31/9999
F85MO2R6	8.5 hr 5 day 2nd shift	P85B	01/01/1900	12/31/9999
F85MO3R1	8.5 hr 5 day 3rd shift	P85C	01/01/1900	12/31/9999
F85MO3R2	8.5 hr 5 day 3rd shift	P85C	01/01/1900	12/31/9999
F85MO3R3	8.5 hr 5 day 3rd shift	P85C	01/01/1900	12/31/9999
F85MO3R4	8.5 hr 5 day 3rd shift	P85C	01/01/1900	12/31/9999
F85MO3R5	8.5 hr 5 day 3rd shift	P85C	01/01/1900	12/31/9999
F85MO3R6	8.5 hr 5 day 3rd shift	P85C	01/01/1900	12/31/9999
N07MO1N1	7hr 5d Sep to May	P07A	09/01/2016	05/31/2017
N08MO1N1	8hr 5d 9m Sept-May	P08A	09/01/2016	05/31/2017
N08MO1N2	8hr 5d 9m Aug-April	P08A	08/01/2016	04/30/2017
N10MO1N1	9 mon.10hr.4dy.-M,T,W,Th	P10A	09/01/2016	05/31/2017
N24FLEX1	9m Sept-May 24hr. Flex 1	PFLC	09/01/2016	05/31/2017
N24FLEX2	9m Aug.-April 24hr.Flex 2	PFLC	08/01/2016	04/30/2017
P08MO1N1	8 Hour 5 Day Part-time	P08A	01/01/1900	12/31/9999
P08TU1N1	8 Hour 4 Day Tue-Fri	P08W	01/01/1900	12/31/9999
P24FLEXA	7 Hour Flex Schedule	PFLA	01/01/1900	12/31/9999

70 Entries found

# Changing Work Schedules as a Timekeeper via WebGUI–Quick Reference Guide

Restrict Value Range (1) 41 Entries found

Restrictions

ES grouping: 1  
Holiday Calendar ID: BU  
PS grouping: 25

WS rule	Work schedule rule text	PWS	Start Date	End Date
F07MO1N1	7 hour 5 day	P07A	11/01/2014	12/31/9999
F08FR1N1	8 hour 5 day	P08J	11/01/2014	12/31/9999
F08FR2N1	8 hour 5 day 2nd shift	P08K	11/01/2014	12/31/9999
F08MO1N1	8 hour 5 day	P08A	11/01/2014	12/31/9999
F08MO1N2	8 hr M-W, 7 hr TH, 9 hr F	P08Z	11/01/2014	12/31/9999
F08MO1N3	8 hr M9T8W7.5tTH8F7.5	P08Y	11/01/2014	12/31/9999
F08MO1N4	8 hr M9T8W55TH85F85	P08X	11/01/2014	12/31/9999
F08SA1N1	8 hour 5 day	P08G	11/01/2014	12/31/9999
F08SU1N1	8 hour 5 day	P08D	11/01/2014	12/31/9999
F08TH1N1	8 hour 5 day	P08M	11/01/2014	12/31/9999
F08TU1N1	8 hour 5 day	P08S	11/01/2014	12/31/9999
F08WE1N1	8 hour 5 day	P08P	11/01/2014	12/31/9999
F09MO1N2	9 hr/4 dy-4 hr Fri	P09D	11/01/2014	12/31/9999
F09MO1N3	7.5 MoFr 8 TuTh 9 We	P09E	01/01/1900	12/31/9999
F09MO1N4	9 M, 8 TTH, 10W, 5F	P09F	11/01/2014	12/31/9999
F10MO1N1	10 hr./4 day Mon-Thurs	P10A	11/01/2014	12/31/9999
F10MO1N2	10/8-3/6 DHC DA1	P10E	11/01/2014	12/31/9999
F10MO1N3	10 hr./4 day Mon-Thurs	P10B	11/01/2014	12/31/9999
F10MO1N4	10 MW, 8TTH, 4FR	P10G	11/01/2014	12/31/9999
F10MO1N5	10 hr./3 day MWF	P10H	11/01/2014	12/31/9999
F10TU1N1	10 hr./4 day Tues.-Fri.	P10F	11/01/2014	12/31/9999
F11MO1N1	11 hr Mo-We 7 hr Fr	P11A	01/01/1900	12/31/9999
F11MO1N2	9Mo 8Tu 11We 4Th 8Fr	P11B	01/01/1900	12/31/9999
F11MO1N3	11 hr Mo-We 7 hr THR	P11C	01/01/1900	12/31/9999
F12SU4N1	12hr/4d- split shift	P12B	11/01/2014	12/31/9999
F12SU4N2	12hr/4d- split shift	P12A	11/01/2014	12/31/9999
F12TU4N1	12hr/4d- split shift	P12D	11/01/2014	12/31/9999
F12WE4N1	12hr/4d- split shift	P12E	11/01/2014	12/31/9999
F55MO1N1	8MoTh 5.5Tu 10We 8.5	P55A	01/01/1900	12/31/9999
F65MO1N1	8/8.5/6.5/8.75/8.25	P65A	01/01/1900	12/31/9999
F75MO1N1	7.5 hr 5 day	P75A	11/01/2014	12/31/9999
F75MO1N2	7.5MF,8TTH,9W	P75V	11/01/2014	12/31/9999
F77MO1N2	7.75-3d varied DHC H2	P77D	11/01/2014	12/31/9999
F85MO1N1	8 MoWe 8.5 TuTh 7 Fr	P85D	01/01/1900	12/31/9999
F85MO1N2	8.5/8-3/7.5 DHC DA2	P85E	11/01/2014	12/31/9999

41 Entries found