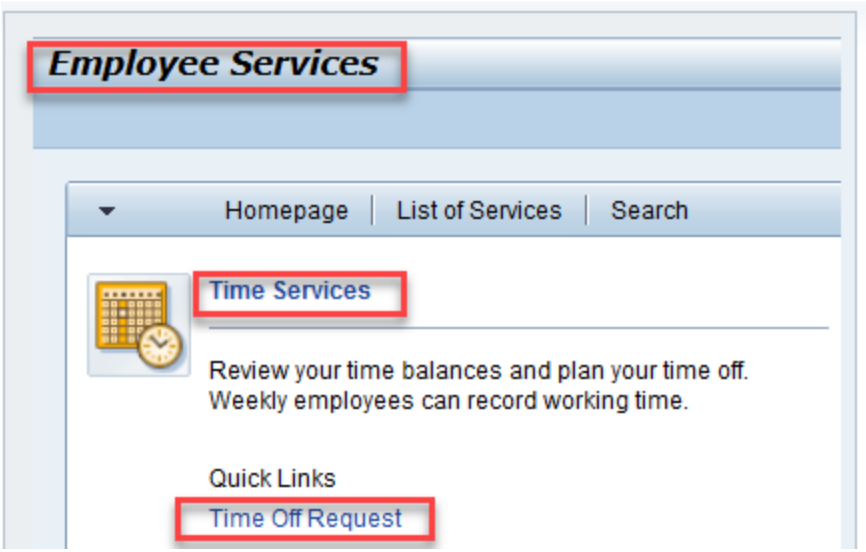
Compensatory (Comp) Time – Exempt Staff

All regular, exempt employees who are required to work on an observed BU holiday, an intersession closing day, or during an Emergency closing are eligible for Compensatory Time Off. First, the employee's manager must request the employee to work on any of those occasions. Then, the employee requests "Comp Time Earned (Exempt)" for the hours worked during the BU holiday/Emergency closing/Intersession closing via Employee Self Service → Time Off Request system. Once the manager approves the request***, the employee has six months to use the time*** (use or lose) starting from the day the compensatory time was earned.

To *use* the "Comp time" that has been earned, the employee selects the "Comp Time" option from the list of absence types atleast a week before the absence is to begin. For further details, refer to the Employee Handbook.

<table>
<tr>
<td> 
</td>
<td>1. Log on to BUworks Central https://ppo.buw.bu.edu

2. Click on Employee Self-Service tab

3. Click on Time Off Request under Time Services

4. The Time Off Request screen opens in a new window

The screen is divided into two sections:

The upper half of the screen shows a history of Time Off Requests and allows the creation of a New Time Off Request

The lower half displays an overview of Time Balances and allows you to view entitlement, requested absences and remaining balances sorted by types of absences such as vacation and sick time and if eligible, Comp time.</td>
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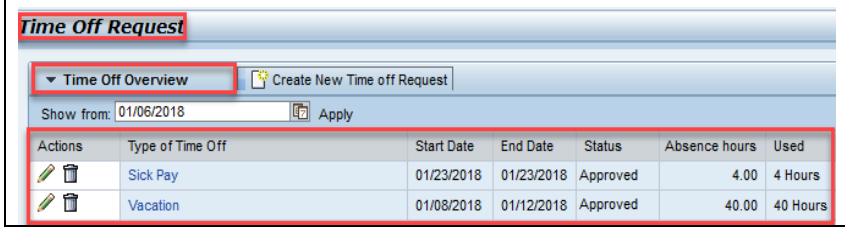
<tr>
<td> 
</td>
<td>5. To review a history of your requests, click on the calendar icon in the Show From: box and select a date. Click on Apply

6. All requested absences in the Sent, Approved or Rejected status are displayed from the chosen date</td>
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</table>

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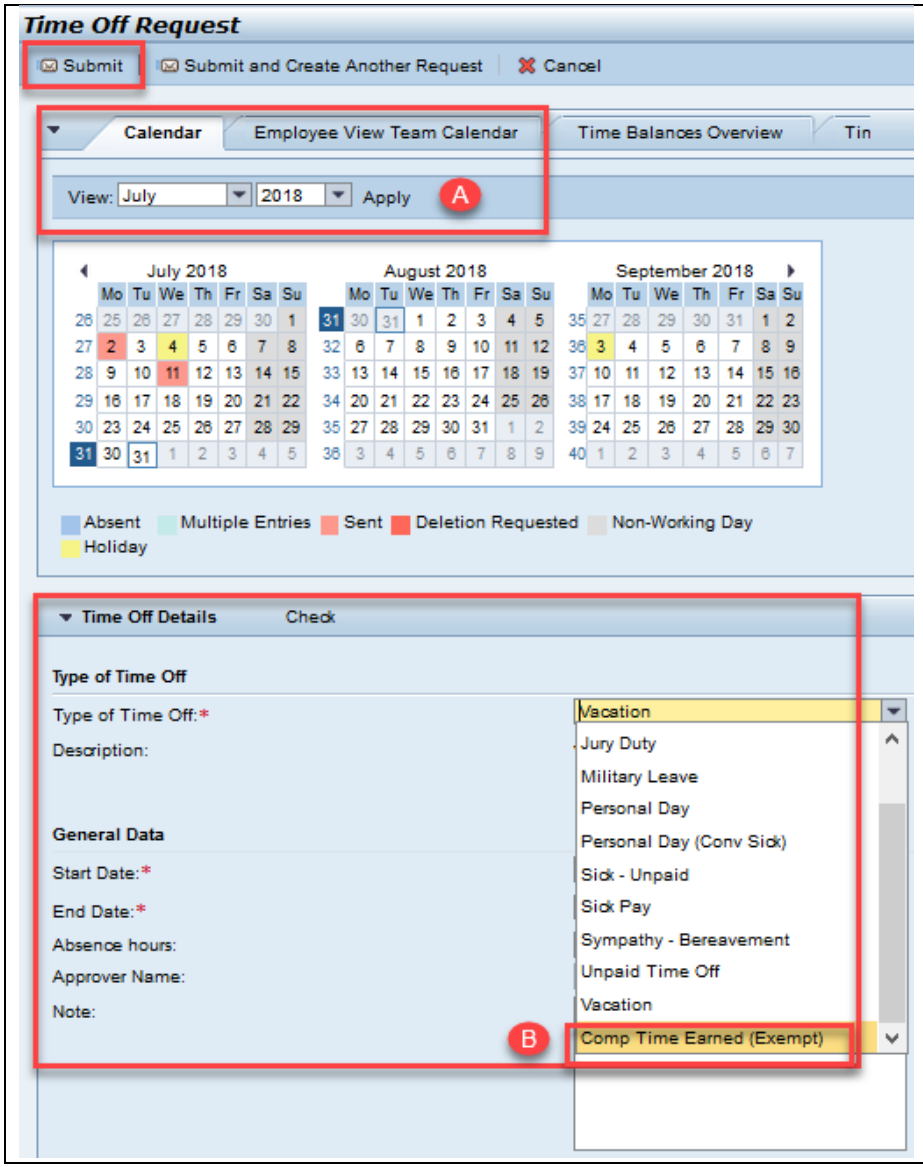

7. Click on **Create New Time off Request** to request an absence. In the upper half of the screen (labeled A) , a color coded calendar is displayed showing absences, deletions requested, non-working days and holidays in the current month and the next two calendar months

HOW TO REQUEST "COMP TIME"

8. In the Time Off Details (labeled B), to request an absence, click on **"Type of Time off"** drop-down and select "**Comp Time Earned**" from the list of absence types.

9. Enter **Start and End Dates,** hours and a comment in the **Note:** box. A confirmation box is displayed on the screen. Note the header – it will specify the type of request "Leave Request: New".

If the data is accurate, click on **OK** to confirm the requested absence

10. If the "Check of Time Off Request was successful" message is displayed, click on **Submit** to submit the request**.** To enter another request, click on **Submit and Create Another Request**

To exit the screen without saving any data**,** click on **Cancel**

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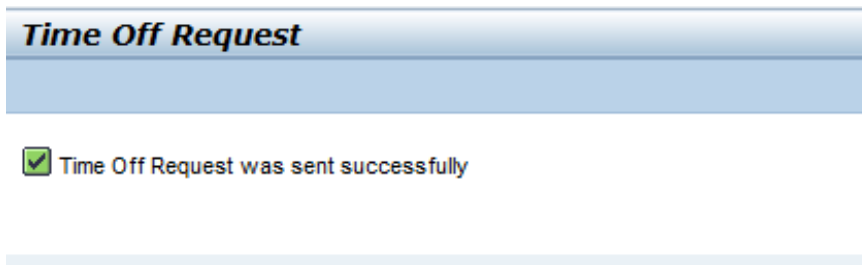
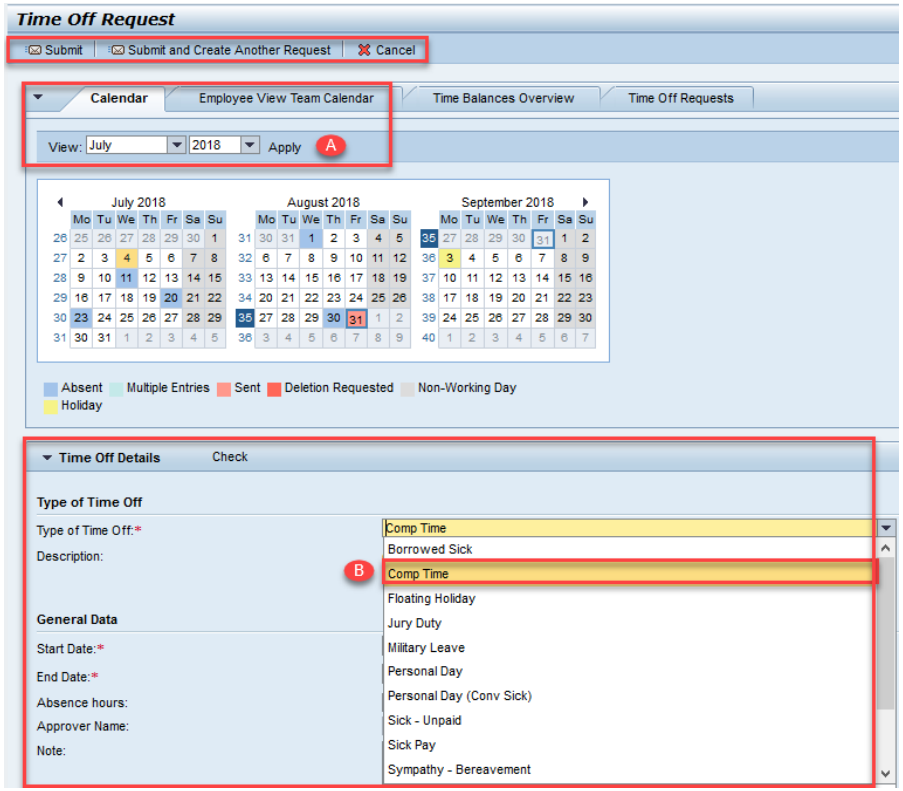


11. The message "**Time Off Request sent successfully**" confirms that the absence has been requested successfully

12. The requested absence shows with status as "Sent" in the Time Off Request" screen. Once the request is approved by your manager, the status will display as "Approved". If the request is denied, the status will display as "Rejected"



HOW TO REQUEST USE OF "EARNED COMP TIME"

13. In the Time Off Details (labeled B), to request an absence, click on "**Type of Time off**" drop-down and select "**Comp Time**" from the list of absence types.

14. Enter Start and End Dates, hours and a comment in the Note: box. A confirmation box is displayed on the screen. Note the header – it will specify the type of request "Leave Request: New".

If the data is accurate, click on **OK** to confirm the requested absence

15. If the "Check of Time Off Request was successful" message is displayed, click on **Submit** to submit the request. To enter another request, click on Submit and Create Another Request. To exit the screen without saving any data, click on Cancel

16. The message "Request sent successfully" confirms that the absence has been requested successfully.

Once your manager approves the request, the status will display as "Approved". If the request is denied, the status will display as "Rejected"

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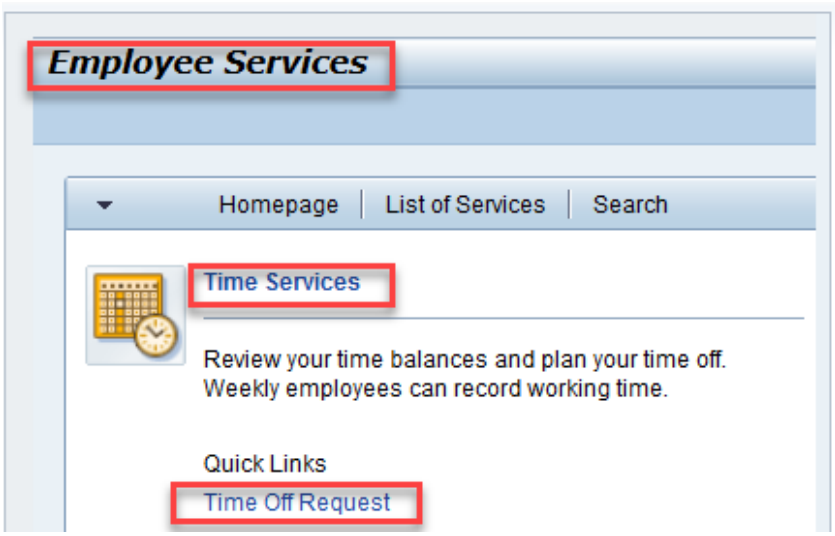
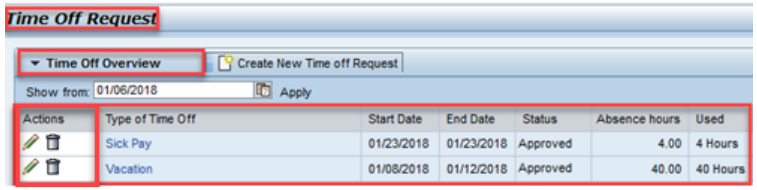


Editing/Deleting a prior request for absence:

1. Log on to **BUworks Central** https://ppo.buw.bu.edu
2. Click on **Employee Self-Service** tab
3. Click on **Time Off Request** under Time Services



4. In the Time Off Request screen, **highlight the request that you want to edit**

5. To edit a request, Click **on pencil icon**. The Time Off Request screen is launched. You can change the date or the hours requested and add a note explaining the change

6. Click on **Check**

7. If the request is valid, click on **Submit**

8 A confirmation screen is displayed with the header **"Leave Request: Edit"** If the data is accurate, click on **OK.** To make changes**,** click **on Cancel.** The message "**Request sent successfully**" is displayed. The request will now go through the manager approval process

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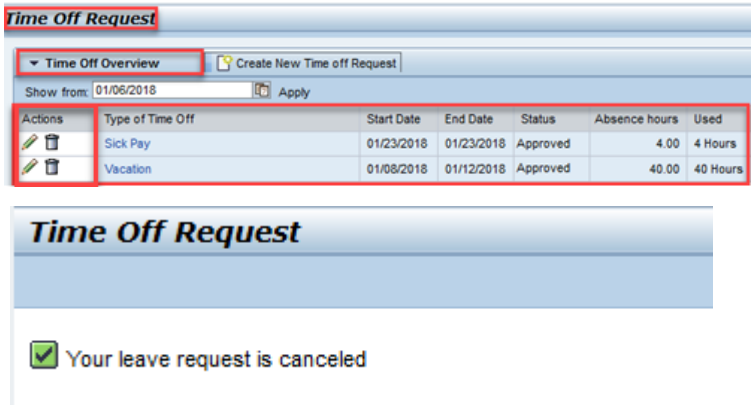
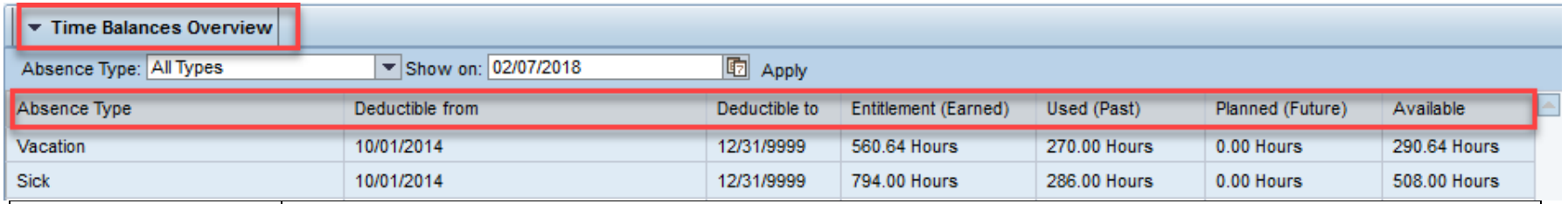


10. To delete a request, (whether or not approved by your manager), highlight the row containing the requested absence to select it. Click on the **trash can** in the **Actions column (**on the extreme left) in the Time Off Overview screen

A confirmation screen with the header "Leave Request: Delete" asks if you want to delete the request. Click on **OK**. If the request was in the SENT status, not yet approved by your manager, you will see a message saying that your request is canceled

If your request was previously approved, this new request for deletion is once again routed to your manager for approval

Understanding Time Balances: The **Time Balances overview** screen is located in the lower half of the Time Off Requests screen.



Column Name	Description
Absence Type	Type of absence (Vacation, Time, Sick Time, Comp Time etc.)
Deductible From	Date the time system began to track the absences
Deductible To	A future date
Entitlement (earned)	Hours entitled to
Used (Past)	Used (Past) describes the total hours that have been used up until today
Planned (Future)	Future leave describes approved hours to be used in the future
Available	Remaining balance by absence type