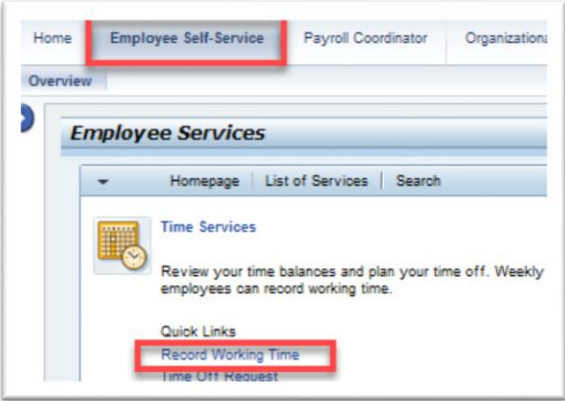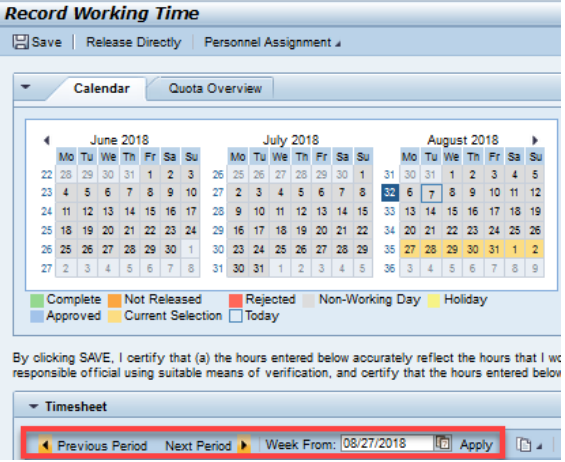# Requesting Comp Time – Non-Exempt Weekly Paid Staff

This instruction guide explains how a non-exempt employee can request for Compensatory (Comp) time on a timesheet. When a non-exempt employee works on a day that they are not supposed to work on, *they can request to be paid for the hours worked OR request Compensatory (Comp) Time in lieu of payment for the work performed*. For example, if their work schedule falls on a holiday and they work on that day OR if the employee works during a University Emergency closing, OR if they work during intersession they can request for Comp time. An earned Comp day is valid to be used only for six months from the day it was earned on. L2324 employees must use up earned Comp time before the end of the fiscal year.

	1. Log on to **BUworks Central** https://ppo.buw.bu.edu 2. Click on **Employee Self-Service** tab 3. Click on **Record Working Time** under Time Services
	4. A three-month calendar is displayed in the upper half of the screen. The timesheet shown in the lower half of the screen allows you to record your hours and request for Comp time. Make sure you are in the appropriate pay period to record your working hours (note the dates in the "Week From" box). If you are not in the correct pay period, you can toggle to future or previous weeks by clicking on the "Previous period" and "Next period" buttons.

Requesting Comp Time – Non-Exempt Weekly Paid Staff

Requesting Comp Time for working on a BU Paid Holiday

If an employee's work schedule falls on a BU Paid holiday (e.g. Labor Day 9/3), select **BU Paid Holiday (1012 code)** from the Att/Abs.Type drop-down menu. Enter total hours for that day.

Create additional rows with Att. Absence Code **Hours Worked (1000 code)** and enter hours. If you want Comp. Time for the hours worked on the holiday, enter 01 in the Comp. Type Column against the hours for which you are requesting Comp time.

Requesting Comp Time for working during Emergency Closing

On the day of the Emergency Closing, select **Emergency Closing (2009 code)** from the Att/Abs.Type drop-down menu. Enter the number of hours for closing. (e.g 3.5 hours on 8/28)

Create additional rows with Att/Abs. Code (**1015**) for Hours Worked –Emer. Closing. Enter Start and End Times (Military Time) for the hours worked during Emergency closing. In the OT Comp Type Column, enter 01.

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Requesting Comp Time for working during Intersession

For entering Intersession Time, select the option Intersession (**2008 code**) from the Att/Abs.Type drop-down menu. Enter total hours on each day.

If you work on any intersession day (e.g. 12/27), create additional rows, select the option for **Intersession – Hours Worked** (**1016 Code**). Enter 01 in OT Comp Type column to earn Comp Time.

5. Click on **Save** and **Release Directly** to save and release the hours.

Congratulations! You now know how to request Comp time in lieu of hours worked during a BU Paid Holiday/Emergency Closing/Intersession.

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