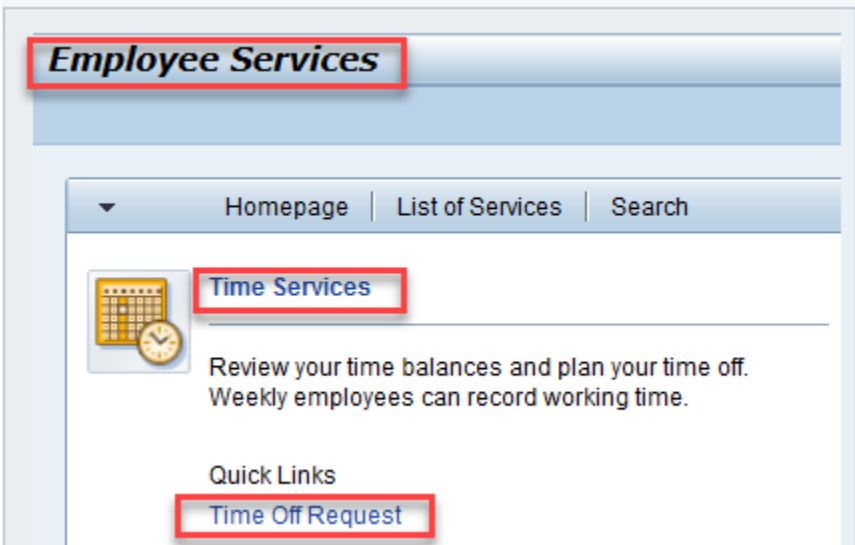
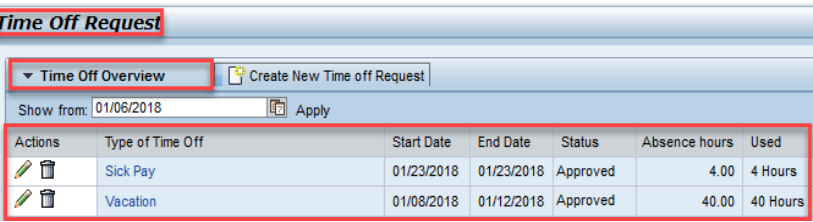


## Enter Time Off–Quick Reference Guide

The Time off Request screen allows employees to review their time balances and create new requests/edit or delete existing requests related to absence. Click [here](#) to understand the Time Balances section. Please note that if you are a part-time employee, you will need to enter a request separately for each day that you intend to take as vacation AND indicate how many hours you will be taking per day.

Even if an absence has already been submitted or approved by an employee’s manager, if needed, it can be edited or deleted. Click [here](#) for instructions on how to edit or delete a previously submitted absence request.

 <p>The screenshot shows the 'Employee Services' header. Below it is a navigation bar with 'Homepage', 'List of Services', and 'Search'. The 'Time Services' section is highlighted with a red box and contains a calendar icon, the text 'Review your time balances and plan your time off. Weekly employees can record working time.', and a 'Quick Links' section where 'Time Off Request' is highlighted with a red box.</p>	<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>Employee Self-Service</b> tab</li> <li>3. Click on <b>Time Off Request</b> under Time Services</li> <li>4. The Time Off Request screen opens in a new window</li> </ol> <p>The screen is divided into two sections:</p> <p>The upper half of the screen shows a history of <b>Time Off Requests</b> and allows the creation of a New Time Off Request</p> <p>The lower half displays an overview of <b>Time Balances</b> and allows you to view entitlement, requested absences and remaining balances sorted by types of absences such as vacation time, sick time, comp time etc</p>																					
 <p>The screenshot shows the 'Time Off Request' screen. It has a 'Time Off Overview' section with a 'Create New Time off Request' button. Below that is a 'Show from:' dropdown set to '01/06/2018' with an 'Apply' button. A table of requests is shown below, with the table area highlighted by a red box.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Actions</th> <th>Type of Time Off</th> <th>Start Date</th> <th>End Date</th> <th>Status</th> <th>Absence hours</th> <th>Used</th> </tr> </thead> <tbody> <tr> <td> </td> <td>Sick Pay</td> <td>01/23/2018</td> <td>01/23/2018</td> <td>Approved</td> <td>4.00</td> <td>4 Hours</td> </tr> <tr> <td> </td> <td>Vacation</td> <td>01/08/2018</td> <td>01/12/2018</td> <td>Approved</td> <td>40.00</td> <td>40 Hours</td> </tr> </tbody> </table>	Actions	Type of Time Off	Start Date	End Date	Status	Absence hours	Used		Sick Pay	01/23/2018	01/23/2018	Approved	4.00	4 Hours		Vacation	01/08/2018	01/12/2018	Approved	40.00	40 Hours	<ol style="list-style-type: none"> <li>5. To review a history of your requests, click on the <b>calendar icon</b> in the Show From: box and select a date. Click on <b>Apply</b></li> <li>6. All requested absences in the Sent, Approved or Rejected status are displayed from the chosen date</li> </ol>
Actions	Type of Time Off	Start Date	End Date	Status	Absence hours	Used																
	Sick Pay	01/23/2018	01/23/2018	Approved	4.00	4 Hours																
	Vacation	01/08/2018	01/12/2018	Approved	40.00	40 Hours																

## Enter Time Off–Quick Reference Guide

**Time Off Request**

Submit Submit and Create Another Request Cancel

Calendar Employee View Team Calendar Time Balances Overview

View: February 2018 Apply

February 2018 March 2018 April 2018

Absent Multiple Entries Sent Deletion Requested Non-Working Day Holiday

Time Off Details Check

Type of Time Off B

Type of Time Off: \* Vacation

Description: Vacation

General Data

Start Date: \* 02/07/2018

End Date: \* 02/07/2018

Absence hours: 0.00

Approver Name:

Note:

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

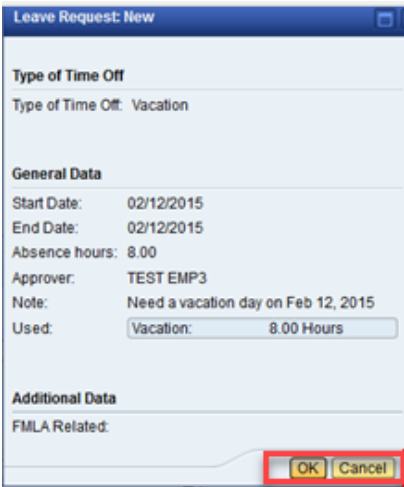
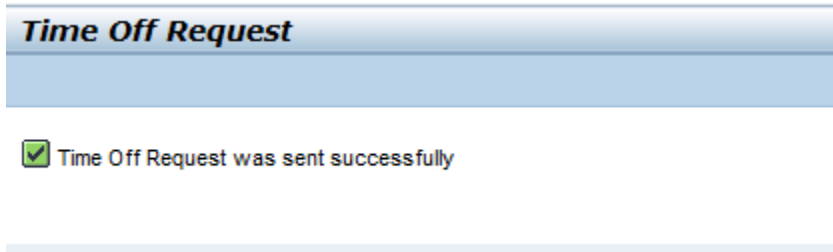
To view the three month calendar, starting in a different month, click on View and select another month. Click on **Apply**

To view the team calendar showing absences requested by other employees in your Org. Unit, click on **Employee View Team Calendar**

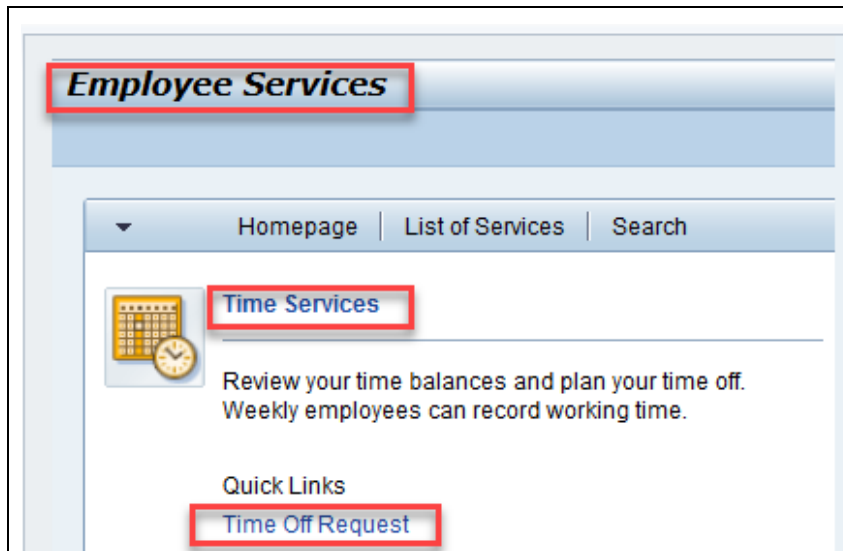
8. In the Time Off Details (labeled B), to request an absence, click on “**Type of Time off**” drop-down and select from

9. Enter **Start and End Dates**, absence hours and a comment in the Note: box. Click on **Check** to validate the request

## Enter Time Off–Quick Reference Guide

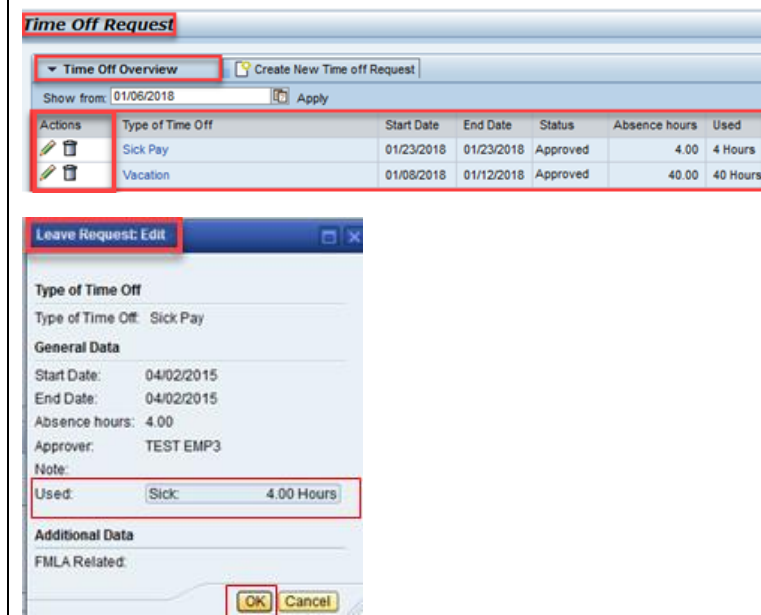
	<p>A confirmation box is displayed on the screen. Note the header – it will specify the type of request “Leave Request: New”.</p> <p>If the data is accurate, click on <b>OK</b> to confirm the requested absence</p> <p>10. If the “Check of Time Off Request was successful” message is displayed, click on <b>Submit</b> to submit the request. To enter another request, click on <b>Submit and Create Another Request</b></p> <p>To exit the screen without saving any data, click on <b>Cancel</b></p>
	<p>11. The message “<b>Request sent successfully</b>” confirms that the absence has been requested successfully</p> <p>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”</p>

## Enter Time Off–Quick Reference Guide



### 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



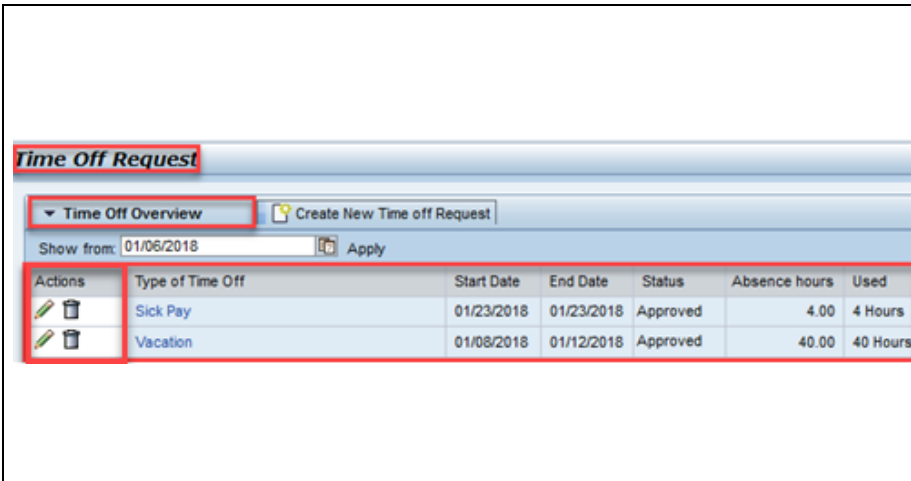
4. In the Time Off Request screen, click on **pencil icon** next to the request you want to edit. The Time Off Request screen is launched. You can change the date or the hours requested and add a note explaining the change

5. Click on **Check**

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

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

## Enter Time Off–Quick Reference Guide



8. To delete a request, (whether or not approved by your manager), click on the **trash can** in the **Actions column** in the Time Off Overview screen. The Time Off Request screen will launch.

9. Click **Submit**, and a confirmation screen will display with the header "**Leave Request: Delete**". If you're sure you want to delete the request, click **OK**.

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.

Absence Type	Deductible from	Deductible to	Entitlement (Earned)	Used (Past)	Planned (Future)	Available
Vacation	10/01/2014	12/31/9999	560.64 Hours	270.00 Hours	0.00 Hours	290.64 Hours
Sick	10/01/2014	12/31/9999	794.00 Hours	286.00 Hours	0.00 Hours	508.00 Hours

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