



# HCM Newsletter

November 2016

## From the Editor

It's almost time for the holidays. The focus of this issue of the newsletter is the "Time Management". Barring special exceptions, a staff employee is classified as "Exempt" or Non-Exempt" based on the salary and the type of duties he/she performs at our university. "Exempt" employees are paid on a monthly basis and are not eligible for overtime, while "Non-Exempt" employees are paid on a weekly basis and are eligible for overtime when work hours exceed the mandated workweek hours. To be paid on time, non-exempt employees fill out and release weekly timesheets which are approved by their managers.

There are payroll deadlines every month that must be met for employees to be paid on time. Please familiarize yourself with monthly cut-off dates for

1. Submission and approval of timesheets
2. OM actions (Org. Management actions relating to positions) and
3. PA actions (Personnel Administration actions such as Employee Position Update)

As far as submission of timesheets and approval are concerned, the cut-off dates this month (November, 2016) and the in next month (December, 2016) are fast approaching.

To access the Monthly payroll calendars for November and December this year, click on <http://www.bu.edu/cfo/comptroller/departments/payroll/resources/monthly-payroll-calendars/>

Please keep in touch and feel free to email me at [srao22@bu.edu](mailto:srao22@bu.edu) with your comments or suggestions.

Shuchita Rao (HCM  
Trainer)

## NEWS

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Weekly paid employees now have the ability to enter, save, and release future (or anticipated) hours worked. This feature will be helpful in meeting early holiday deadlines.

A new video guide on how weekly paid employees can enter hours in timesheets is now available at [https://mymedia.bu.edu/media/Timesheet+Entry+for+Weekly+Paid+Boston+University+Employees/1\\_yths4inj](https://mymedia.bu.edu/media/Timesheet+Entry+for+Weekly+Paid+Boston+University+Employees/1_yths4inj) A

new video guide on how managers can approve time for weekly paid employees is now available at [http://www.bu.edu/tech/files/2016/11/Approving\\_Working\\_Time.mp4](http://www.bu.edu/tech/files/2016/11/Approving_Working_Time.mp4)

A Quick Reference Guide to approval of hours by managers is located <http://www.bu.edu/tech/files/2016/01/How-to-enter-or-release-hours-on-employees-behalf-Manager-11-15-06.pdf>

# FAQs about Time Off Requests and Training Resources

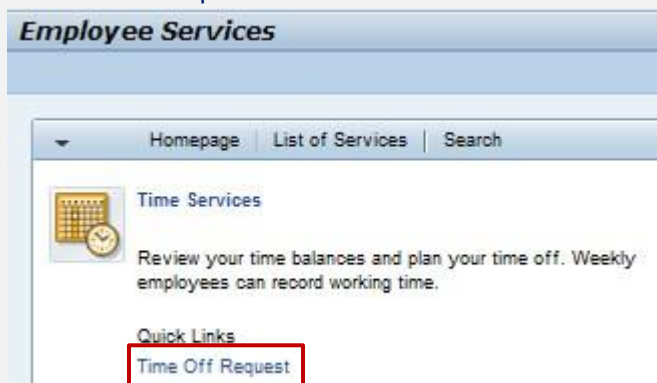
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1. In addition to managers, can payroll coordinators and timekeepers approve or reject employee absences?

A. Yes. The Time Off Status Tracking and Approval transaction ZHR\_TimeOffRequest available through WEBgui allows them to approve/reject absences. A Quick Reference Guide is located at <http://www.bu.edu/tech/files/2016/05/Completing-TORSTA-transaction-Quick-Reference.pdf>

2. How does one apply for a scheduled absence such as a doctor's appointment or a vacation day?

A. To apply for an absence, an employee must use the Time off Request (TOR) system link located under the "Time Services" section of Employee Self Service (ESS) tab in BUworks (<http://www.bu.edu/buworkscentral>). This absence can be in the future or for an absence that may have occurred in the past.



3. What training resources are available for non-exempt employees filling timesheets?

A. A Quick Reference Guide (QRG) for timesheet entry by non-exempt staff is located at <http://www.bu.edu/tech/files/2015/12/Time-entry-instructions.pdf> A video for timesheet entry by non-exempt staff is also available at [https://mymedia.bu.edu/media/Timesheet+Entry+for+Weekly+Paid+Boston+University+Employees/1\\_yths4jnj](https://mymedia.bu.edu/media/Timesheet+Entry+for+Weekly+Paid+Boston+University+Employees/1_yths4jnj)

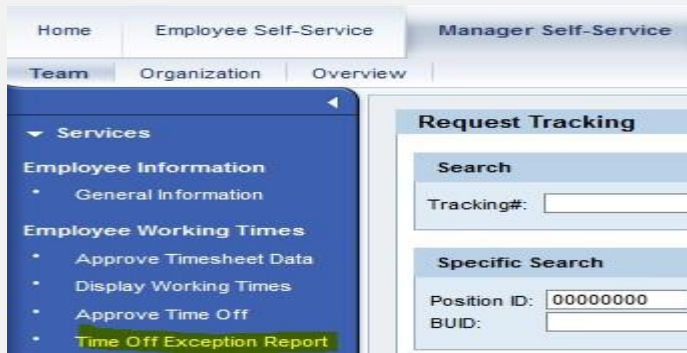
4. Can managers enter working hours and release time on behalf of their employees?

A. Yes. A link to a QRG for managers entering and releasing hours on behalf of an employee is located at <http://www.bu.edu/tech/files/2016/01/How-to-enter-or-release-hours-on-employees-behalf-Manager-11-15-06.pdf>

5. Are there reports that can be generated about employee absence?

A. Yes. In the "Reporting" tab, under "Time Management", payroll coordinators, managers and time keepers have access to the Employee Absence Tracking Report. It allows them to look up absences for one or more employees in their department for a single month or a date range that they can specify in the report parameters. Instructions can be found at <http://www.bu.edu/tech/files/2016/05/BW-How-to-Run-HCMEmployee-Absence-Tracking-report-Historical-View.pdf>

- B. A report that shows the employees in the department that never took an absence is the “Time Off Exception Report”. A Quick Reference Guide to using this report is located at [http://www.bu.edu/tech/files/2016/05/QRG-ECC-System-ZHR\\_EXCEPTIONUSE.pdf](http://www.bu.edu/tech/files/2016/05/QRG-ECC-System-ZHR_EXCEPTIONUSE.pdf)



Upcoming Trainings (Please register at <http://www.bu.edu/tech/training>)

Training	Date and Time	Location
HCM Overview Training	Thursday, Dec 8 (10AM to 11:30AM)	Room HR244, 25 Buick St
Display Org. Chart with PPOSE/NAKISA tools	Thursday, Dec 15 (10AM to 11:30AM)	Room HR244, 25 Buick St
OM & PA forms (Maintain Position form and Emp.Position Update (EPU)	Thursday, Dec 22(10AM to 11:30AM)	Room HR244, 25 Buick St
Display Org. Chart with PPOSE/NAKISA tools	Tuesday, Dec 6 (3pm to 4:30pm)	L1110 (11 <sup>th</sup> floor, Instructional Building, 72,E. Concord Ave, BUMC)
HCM Overview Training	Tuesday, Dec 13 (3pm to 4:30pm)	L1110 (11 <sup>th</sup> floor, Instructional Building, 72,E. Concord Ave, BUMC)
OM & PA forms (Maintain Position form and Emp.Position Update (EPU)	Tuesday, Dec 20 (3pm to 4:30pm)	L1110 (11 <sup>th</sup> floor, Instructional Building, 72,E. Concord Ave, BUMC)