

How To: Enter hours on timesheet for Intersession 2022

Purpose: How to create timesheet entries for Intersession 2022 (12/23/2022 at 1 PM - 01/02/2023): [BU Holiday Calendar](#)

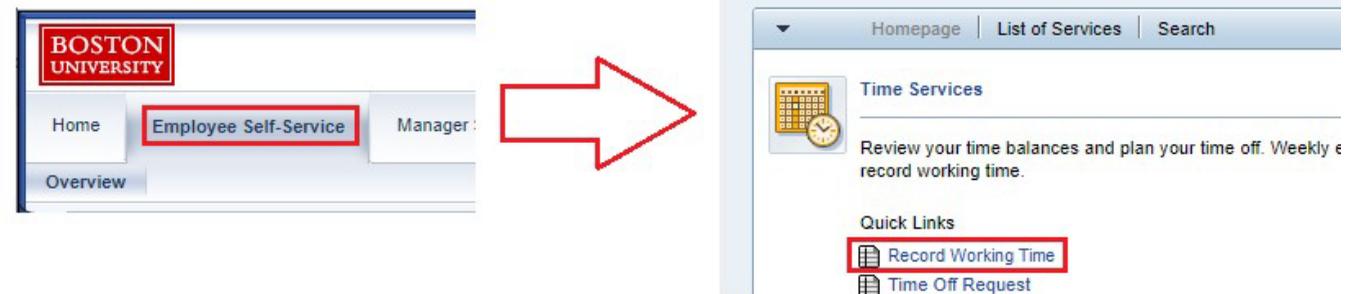
Time Sensitivity: **High** – Please note, these deadlines are highly time sensitive AND are different than typical; pay careful attention to ensure you are paid on time. Departments may set earlier deadlines based on internal process. If your department has an internal deadline, follow that deadline.

Hours for:	Enter, release, and approve by:	Pay day:
Week of 12/05/2022 – 12/11/2022	Noon on 12/13/2022 (Tuesday)	12/16/2022 (Friday)
Week of 12/12/2022 – 12/18/2022	Noon on 12/15/2022 (Thursday)	12/23/2022 (Friday)
Week of 12/19/2022 – 12/25/2022	Noon on 12/20/2022 (Tuesday)	12/30/2022 (Friday)
Week of 12/26/2022 – 01/01/2023	Noon on 01/03/2023 (Tuesday)	01/06/2023 (Friday)

Scenarios: [#1: Employee did not work at any point during Intersession or on a BU Paid Holiday](#)
[#2: Employee worked at some point during Intersession or on a BU Paid Holiday](#)

Questions? Ask your direct supervisor or department payroll coordinator. If additional assistance is needed, email BUpay@bu.edu (include your BU ID number and screenshots of your issue, if applicable).

To Begin:
 Log onto the BUworks portal: www.bu.edu/buworkscentral
 Click: **Employee Self Service -> Record Working Time**



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Scenario #1: Employee did not work at any point during Intersession or on a BU Paid Holiday

1. Enter your normal hours for the days leading up to 1 PM on 12/23/2022
2. In the "Att./abs. type" column select "BU Paid Holiday" (1012) for ONLY 12/26/2022 and 01/02/2023 (both Mondays). Do NOT enter start and end times for those days; only enter your total normally scheduled hours for each day
3. In the "Att./abs. type" column select "Intersession" (2008) and enter your total normally scheduled hours for each day (no start and end times)

Please note the example to the right reflects hours for a non-exempt employee on a Monday – Friday work schedule. Please adjust accordingly based on your own work schedule.

Date	Att./Abs. type
12/23/2022 (1PM)	Intersession
12/24/2022	Intersession
12/25/2022	Intersession
12/26/2022	BU Paid Holiday
12/27/2022	Intersession
12/28/2022	Intersession
12/29/2022	Intersession
12/30/2022	Intersession
12/31/2022	Intersession
1/1/2023	Intersession
1/2/2023	BU Paid Holiday

***Intersession on 12/23 starts at 1 PM, so any hours you input for that day must be accurately coded (hours worked before 1 PM are input normally - see screenshot for example).

D...	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual
	MO, 12/19	Hours Worked	08:30	12:00	3.50		7.50	7.50
		Hours Worked	12:30	16:30	4			
	TU, 12/20	Hours Worked	08:30	12:00	3.50		7.50	7.50
		Hours Worked	12:30	16:30	4			
	WE, 12/21	Hours Worked	08:30	12:00	3.50		7.50	7.50
		Hours Worked	12:30	16:30	4			
	TH, 12/22	Hours Worked	08:30	12:00	3.50		7.50	7.50
		Hours Worked	12:30	16:30	4			
	FR, 12/23	Hours Worked	08:30	13:00	4.50		7.50	7.50
		Intersession			3			
<hr/>								
	MO, 12/26	BU Paid Holiday			7.50		0	7.50
	TU, 12/27	Intersession			7.50		7.50	7.50
	WE, 12/28	Intersession			7.50		7.50	7.50
	TH, 12/29	Intersession			7.50		7.50	7.50
	FR, 12/30	Intersession			7.50		7.50	7.50
<hr/>								
	MO, 01/02	BU Paid Holiday			7.50		0	7.50
	TU, 01/03	Hours Worked	08:30	12:00	3.50		7.50	7.50
		Hours Worked	12:30	16:30	4			

***If the 26th or 2nd have a '0' in the "Planned" field, and you want to make sure you typically work those days, click on the "Work Schedule" button, and make sure the "Daily Schedule" doesn't say OFF. If it does, please contact your payroll coordinator.

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Scenario #2: Employee worked at some point during Intersession or on a BU Paid Holiday

- Enter your normal hours for the days leading up to 1 PM on 12/23/2022
- To record time worked on an Intersession day (see table above for dates):
 - In the "Att/abs. type" column select "Intersession" (2008) and enter your total normally scheduled hours for the day
 - Highlight the row of the Intersession day you worked and click "Insert Row"
 - On the inserted row use code "Hours Worked - Intersess" (1016)
 - Enter hours worked as normal on the inserted row
- To record time worked on either of the BU Paid Holidays (12/26/22 and 01/02/23) do the following:
 - In the "Att/abs. type" column select "BU Paid Holiday" (1012) for ONLY 12/26/2022 and 01/02/2023 (both Mondays).
 - Highlight the row of the holiday you worked then click "Insert Row"
 - On the inserted row use code "Hours Worked" (1000)
 - Enter hours worked as normal on the inserted row

*Eligibility for earning Comp time in lieu of regular pay is dependent on representation status. Please refer to the [applicable union contract](#) or the [employee handbook](#) for full policy details.

Non-Represented Employees only:

Day worked	Rate of Pay	Rate of Comp time earned (if elected)
Intersession	Regular hourly rate	1.5 hours per hour worked
BU Paid Holiday	1.5 hours pay per hour worked	1.5 hours per hour worked

D...	Date	Att/abs. type	Start time	End time	Hours	Name	Planned	Actual	Det	Shift Prem	OT comp. type
	MO, 12/19	Hours Worked	08:30	12:00	3.50		7.50	7.50			
		Hours Worked	12:30	16:30	4						
	TU, 12/20	Hours Worked	08:30	12:00	3.50		7.50	7.50			
		Hours Worked	12:30	16:30	4						
	WE, 12/21	Hours Worked	08:30	12:00	3.50		7.50	7.50			
		Hours Worked	12:30	16:30	4						
	TH, 12/22	Hours Worked	08:30	12:00	3.50		7.50	7.50			
		Hours Worked	12:30	16:30	4						
	FR, 12/23	Hours Worked	08:30	13:00	4.50		7.50	7.50			
		Intersession			3						
	MO, 12/26	BU Paid Holiday			7.50		0	11.00			
		Hours Worked	08:30	12:00	3.50						
	TU, 12/27	Intersession			7.50		7.50	15.00			
		Hours Worked - Intersess	12:30	16:30	4						
		Hours Worked - Intersess	08:30	12:00	3.50						
	WE, 12/28	Intersession			7.50		7.50	15.00			
		Hours Worked - Intersess	12:30	16:30	4	Comp					01
		Hours Worked - Intersess	08:30	12:00	3.50	Comp					01
	TH, 12/29	Intersession			7.50		7.50	7.50			
	FR, 12/30	Intersession			7.50		7.50	7.50			
	MO, 01/02	BU Paid Holiday			7.50		0	7.50			
	TU, 01/03	Hours Worked	08:30	12:00	3.50		7.50	7.50			
		Hours Worked	12:30	16:30	4						

Note: For all hours worked on one, or both, of the BU Paid Holidays, or Intersession, non-represented employees have the option of being paid or earning comp time. See the table to the left for rate comparisons. Represented employees should refer to the [applicable union contract](#).

If you want to earn Comp Time instead of straight pay, enter "01" in the "OT Comp Type" field on the inserted line where you added your hours worked (see red box in screenshot above for example).