Procedure for Supervisor Approval of Student Time Entry Business Link Access

OVERVIEW: Supervisors can utilize the Business Link in order to access the function - *Supervisor Approval of Student Time Entry* - used to "sign"/approve a student's weekly time entry. Students enter and submit the hours they work via the Student Link. Supervisors then access this approval function to electronically "sign"/approve the time entry submitted by their student employees.

Note: Supervisors may access this approval function either through the Faculty Link or the Business Link. The Business Link requires supervisors to use a SecurID, along with a user ID and Kerberos password, to gain access. The Faculty Link requires only a user ID and Kerberos password to gain access, regardless of whether or not a supervisor is a faculty member.)

Students may begin the weekly time entry process starting at 12:01 a.m. Monday for the current week. Access to their weekly time entry screen is available until the following Sunday at 11:59 p.m. Internal departmental deadlines should be adhered to by all student employees. Students may enter their hours only for the current work week. Only payroll coordinators and supervisors may enter hours for a past work week on a student.

Supervisors may access student time entry for the current payroll week beginning at 7 a.m. on Thursday. Access is available until the payroll coordinator approves the mail code for payment. This should be no later than noon on the following Tuesday. Supervisors should adhere to the internal deadlines established by the departmental payroll coordinator. Early payroll deadlines will necessitate a change to this schedule.

NOTE: When first entered, the screen will default to the current week ending date. You may access a prior week ending date as long as it is within the last 6 months. If you need to go back further than 6 months, contact the Student Payroll Office. When you enter a week ending date that is three or more weeks in the past, you will be prompted to email the Student Payroll Office with an explanation for the late payment.

The following steps outline the process for using the *Supervisor Approval of Time Entry* function using the <u>BUSINESS LINK:</u>

- 1. Log onto the web, <u>www.bu.edu/link</u>.
- 2. Choose the Business Link option.
- 3. Enter User ID, Kerberos Password and SECURID number.
- 4. Select the Student Employment option.
- 5. Select the *Supervisor Approval of Student Time Entry* option from the Student Employment menu. This function is located under "Student Payroll Functions", Time Entry (STEP) NEW!

You will be brought to this function's main screen, which identifies all students for whom you are listed as a supervisor for the current week ending date. This screen will also identify whether or not hours have been submitted by a student for your approval. Columns can be sorted by clicking on column headings.

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New Hire/Rehire	Add/Change Supervisor(s) For Departmental Jobs	
Review/Delete Prior To Approval	Add/Change Supervisor(s) For Work-Study Jobs	
Approve To Hire	Check Destination Change	
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GENERAL FUNCTIONS:	Estimated Hours Per Week Change	
Student Employees by Mail Code	Pay Rate Change	
Student Employee Information	Terminations	
STUDENT PAYROLL FUNCTIONS:		
TIME ENTRY	MAIL CODE APPROVAL	
Supervisor Weekly Time Entry (SE50, SE51)	Mail Code Approve To Pay (SE52)	
TIME ENTRY (STEP) NEW! Supervisor Approval of Student(s)Time Entry		
PC Approval/Change of Student(s)Time Entry		
STUDENT JOB SERVICE FUNCTIONS:	WORK-STUDY JOB FUNCTIONS:	
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A. **To review and approve hours** submitted by a student(s), click on the "select/select all" boxes to the left of the student(s) name. This will allow you to view the daily hours input by your students. If everything is okay, you can click the "approve" button. If you are not ready to approve hours at this time, just click on "next" and move on.

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- B. **To add/change hours** submitted by a student, click on a specific student's name. You will be brought into the time entry screen for that student. Student hours can be changed using the drop down menus. A "reset" button is located to the right of each day's total hours. This button can be used to reset hours to blank. You can then reenter new hours as appropriate. When you have completed your adjustments, click the "recalculate" button, confirm hours to be submitted, and click on the "continue" button. You can once again view student's time entry screen and either approve or return to make further changes.
- C. **If a student has not entered hours** for the current week, and you wish to enter hours on the student's behalf, click on the student's name and follow instructions found in item B.

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NOTE: Supervisor changes require a note in the Explanation Box, detailing why a change has been made. This box creates an audit trail for the change and also provides documentation to the department payroll coordinator for future reference.

D. **To enter hours for a student for a prior week**, you will first need to change the week ending date located in date selection option on the main screen. Once that is done, follow instructions outlined in item B.



Select <u>All</u> <u>None</u>	Student Name	<u>Mail</u> Code	<u>Job</u> Number	<u>Job</u> <u>Rate</u>	<u>Job</u> Type	<u>Total</u> <u>Hours</u>	<u>Student</u> Submitted	<u>Supervisor</u> Approved	<u>Mail Code</u> <u>Status</u>	<u>Primary</u> <u>Supervisor</u>
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E. If you need to pay a student overtime you will be prompted from the approval screen to go into the student's time sheet and enter an overtime code. Once in the time sheet screen you should select the appropriate overtime code (Time and one half) from the drop down menu.

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F. While very rare it may be necessary for you to pay the half time portion of overtime. This will happen most often when a student has multiple jobs and is working over the summer. To do this you will go to the week ending date during which the student is owed the overtime. You will click on the student's name in your list of students. You will scroll to the bottom of the screen and enter the zero in the regular hours to pay field, enter the number of half time hours the student is owed, select half-time from the overtime code menu. Then you will need to include an explanation in the notes for auditor field. Click on continue. NOTE: In this instance it is not necessary to add hours into the student's daily hours since the student has already been paid for all the hours worked and is just owed the overtime portion.

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REMINDER: Only the payroll coordinator can adjust student hours once a department's time sheet mail code has been approved to pay. A separate function has been developed that allows a payroll coordinator to adjust time entry after mail

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code approval. This function is titled *PC Approve/Change of Student (s) Time Entry*, and is located on the Student Employment Business Link menu.