

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.

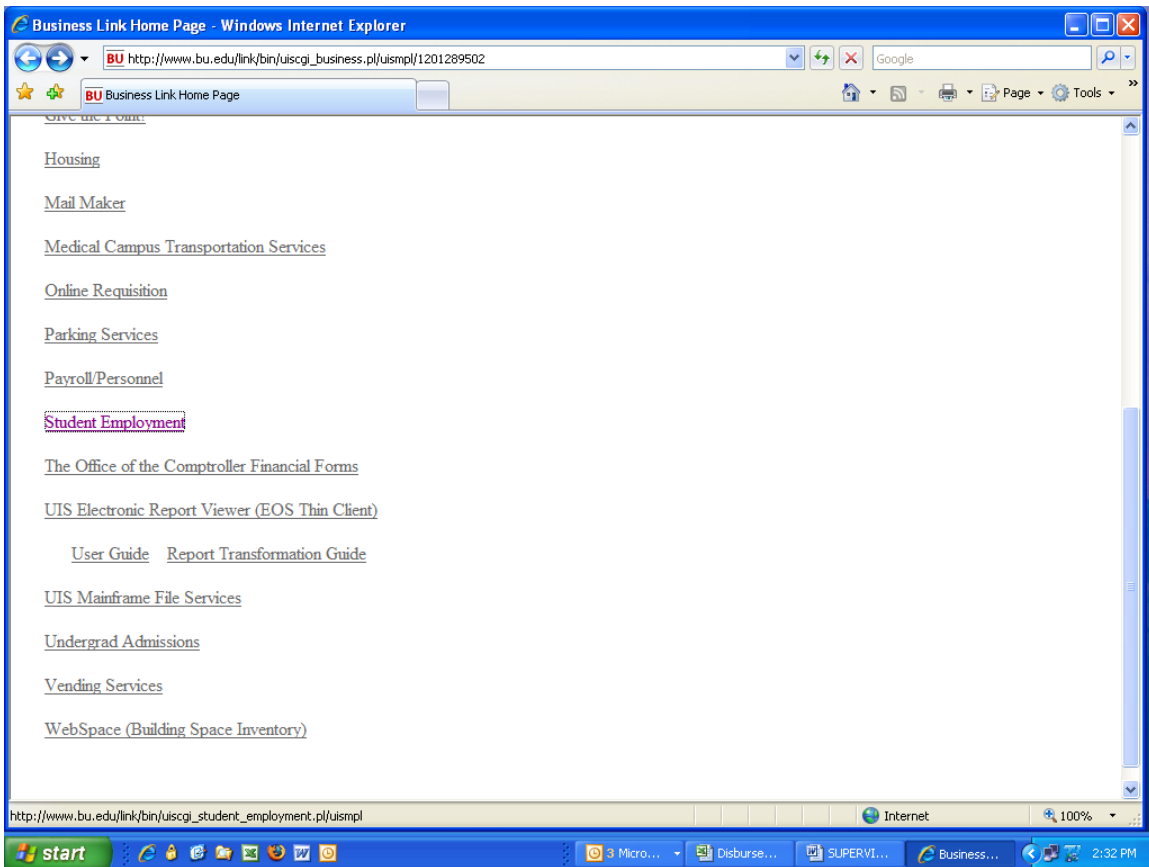
Supervisors may access student time entry for the current payroll week beginning at 7 a.m. on Thursday. Access is available until the payroll coordinator approves the mail code for payment. This should be no later than noon on the following Tuesday. Supervisors should adhere to the internal deadlines 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 BUSINESS LINK:

1. Log onto the web, www.bu.edu/link.
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.



Student Employment Office - Windows Internet Explorer

http://www.bu.edu/link/bin/uiscgl_student_employment.pl/uismpl?ModuleName=se_superv_appr.pl

BU Student Employment Office

Boston University Business Link Student Employment logoff

STUDENT TIME ENTRY - SUPERVISOR APPROVAL

- If a student's name/information does not appear, [click here](#) for help.

Week End Date: 01/27/2008

- To view or approve time entry for one or more students, click on the box(es) to the left of the student's name. (Clicking on select "All" will automatically choose entire list). Then click the View/Approve button.
- To add or edit a student time entry, click on the student's name.
- An [Email](#) can be composed and sent to students in the list.
- This list can be [downloaded](#) as a tab-delimited text file, for import into a spreadsheet or text editor.

Select	Mail	Job	Job	Job	Total	Student	Supervisor	Mail Code	Primary
All	Code	Number	Rate	Type	Hours	Submitted	Approved	Status	Supervisor
None	Student Name								
<input type="checkbox"/>		SEM01	001204	\$8.25	FWSP	0.00			
<input type="checkbox"/>		SEM01	000010	\$8.85	FWSP	0.00			
<input type="checkbox"/>		SEM01	A20200	\$8.25	SE	0.00			
<input type="checkbox"/>		SEM01	000010	\$8.45	FWSP	4.00	01/23/08	01/24/08	
<input type="checkbox"/>		SEM01	L56000	\$12.00	SE	6.00			*
<input type="checkbox"/>		SEM01	000010	\$8.55	FWSP	0.00			
<input type="checkbox"/>		SEM01	001204	\$8.75	FWSP	3.00	01/24/08		
<input type="checkbox"/>		SEM01	001204	\$9.15	FWSP	2.50			
<input type="checkbox"/>		SEM01	013158	\$9.55	FWSP	0.00			
<input type="checkbox"/>		SEM01	001204	\$8.25	FWSP	1.25	01/22/08		

start | Micro... | Disburse... | SUPERVI... | Student ... | 2:33 PM

- 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.

Student Employment Office - Windows Internet Explorer

http://www.bu.edu/link/uis/cgi_student_employment.pl/uismpf?ModuleName=se_superv_appr.pl

BU Student Employment Office

If a student's name information does not appear, [click here](#) for help.

Week End Date: 01/27/2008

- To view or approve time entry for one or more students, click on the box(es) to the left of the student's name. (Clicking on select "All" will automatically choose entire list). Then click the View/Approve button.
- To add or edit a student time entry, click on the student's name.
- An [Email](#) can be composed and sent to students in the list.
- This list can be [downloaded](#) as a tab-delimited text file, for import into a spreadsheet or text editor.

Select	Mail	Job	Job	Job	Total	Student	Supervisor	Mail Code	Primary
All	Code	Number	Rate	Type	Hours	Submitted	Approved	Status	Supervisor
None	Code	Number	Rate	Type	Hours	Submitted	Approved	Status	Supervisor
<input type="checkbox"/>	SEM01	001204	\$8.25	FWSP	0.00				
<input type="checkbox"/>	SEM01	000010	\$8.85	FWSP	0.00				
<input type="checkbox"/>	SEM01	A20200	\$8.25	SE	0.00				
<input type="checkbox"/>	SEM01	000010	\$8.45	FWSP	4.00	01/23/08	01/24/08		
<input type="checkbox"/>	SEM01	L56000	\$12.00	SE	6.00			*	
<input type="checkbox"/>	SEM01	000010	\$8.55	FWSP	0.00				
<input type="checkbox"/>	SEM01	001204	\$8.75	FWSP	3.00	01/24/08			
<input type="checkbox"/>	SEM01	001204	\$9.15	FWSP	2.50				
<input type="checkbox"/>	SEM01	013158	\$9.55	FWSP	0.00				
<input type="checkbox"/>	SEM01	001204	\$8.25	FWSP	1.25	01/22/08			
<input checked="" type="checkbox"/>	SEM01	L56000	\$12.00	SE	9.00	01/24/08		*	
<input type="checkbox"/>	SEM01	L56002	\$12.00	SE	3.25			*	
<input type="checkbox"/>	SEM01	015471	\$8.25	FWSP	4.00	01/23/08	01/25/08		

View/Approve

Student Employment Office - Windows Internet Explorer

http://www.bu.edu/link/bin/uiscgl_student_employment.pl/uismpl

Google

BU Student Employment Office

Title	Department	Supervisor Name	Job Number	Hourly Rate	Total Hours	Submitted	Supervisor Approved
Teaching Assistant	Student Employment Office	Carol Gately	L56000	\$12.00	9.00	01/24/2008	

[Redacted]

Day	Date	Hours	Begin - End
Monday	01/21/2008	0.00	
Tuesday	01/22/2008	3.00	9:30am-12:30pm
Wednesday	01/23/2008	3.00	9:30am-12:30pm
Thursday	01/24/2008	3.00	9:30am-12:30pm
Friday	01/25/2008	0.00	
Saturday	01/26/2008	0.00	
Sunday	01/27/2008	0.00	
Total Hours		9.00	

[Return To List](#)

Next-> Approve

Internet 100%

start Micro... Disburse... SUPERVI... 3 Inter... 2:40 PM

- 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.

The screenshot shows the 'Student Employment Office' interface in Internet Explorer. At the top, the student's details are listed: Title (Teaching Assistant), Department (Student Employment Office), Supervisor Name (Carol Gately), Job Number (L56000), Hourly Rate (\$12.00), Total Hours (9.00), and Submitted (01/24/2008). Below this is an 'Approved By:' field which is currently blank. The main section is a table for entering hours by day, with columns for Day, Date, Begin, End, and Hours. Each day has a 'Reset Hours' button. The total hours for the week are 11.50, with a 'Reset All Hours' button. A 'Recalculate' button is also present. Below the table is a 'Notes for the auditor' section with a text area containing the note: 'student forgot to enter her hours on Friday'. At the bottom, there are fields for 'Regular Hours' (11.50), 'Overtime Hours' (0.00), and 'Overtime Code' (NO OVERTIME).

Day	Date	Begin	End	Hours
Monday	01/21/2008			0.00
Tuesday	01/22/2008	9:30am	12:30pm	3.00
Wednesday	01/23/2008	9:30am	12:30pm	3.00
Thursday	01/24/2008	9:30am	12:30pm	3.00
Friday	01/25/2008	2:00pm	4:30pm	2.50
Saturday	01/26/2008			0.00
Sunday	01/27/2008			0.00
Total hours				11.50

Notes for the auditor:
student forgot to enter her hours on Friday

Regular Hours: 11.50 Overtime Hours: 0.00 Overtime Code: NO OVERTIME

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.

STUDENT TIME ENTRY - SUPERVISOR APPROVAL

- If a student's name/information does not appear, [click here](#) for help.

Week End Date: 01/27/2008

- To view or approve time entry for one or more students, click on the box(es) to the left of the student's name. (Clicking on select "All" will automatically choose entire list). Then click the View/Approve button.
- To add or edit a student time entry, click on the student's name.
- An [Email](#) can be composed and sent to students in the list.
- This list can be [downloaded](#) as a tab-delimited text file, for import into a spreadsheet or text editor.

Select All None	Student Name	Mail Code	Job Number	Job Rate	Job Type	Total Hours	Student Submitted	Supervisor Approved	Mail Code Status	Primary Supervisor
<input type="checkbox"/>		SEM01	001204	\$8.25	FWSP	0.00				
<input type="checkbox"/>		SEM01	000010	\$8.85	FWSP	0.00				
<input type="checkbox"/>		SEM01	A20200	\$8.25	SE	0.00				
<input type="checkbox"/>		SEM01	000010	\$8.45	FWSP	4.00	01/23/08	01/24/08		
<input type="checkbox"/>		SEM01	L56000	\$12.00	SE	6.00				*
<input type="checkbox"/>		SEM01	000010	\$8.55	FWSP	0.00				
<input type="checkbox"/>		SEM01	001204	\$8.75	FWSP	3.00	01/24/08			
<input type="checkbox"/>		SEM01	001204	\$9.15	FWSP	6.50	01/25/08			
<input type="checkbox"/>		SEM01	013158	\$9.55	FWSP	0.00				
<input type="checkbox"/>		SEM01	001204	\$8.25	FWSP	1.25	01/22/08			

STUDENT TIME ENTRY - SUPERVISOR APPROVAL

EMAIL stupayro@bu.edu REASON FOR DELAY. THEN ENTER HOURS AND PRESS SUBMIT

- If a student's name/information does not appear, [click here](#) for help.

Week End Date: 12/23/2007 **SELECTED WEEK END DATE IN SEMESTER FALL 2007**

- To view or approve time entry for one or more students, click on the box(es) to the left of the student's name. (Clicking on select "All" will automatically choose entire list). Then click the View/Approve button.
- To add or edit a student time entry, click on the student's name.
- An [Email](#) can be composed and sent to students in the list.
- This list can be [downloaded](#) as a tab-delimited text file, for import into a spreadsheet or text editor.

Select All None	Student Name	Mail Code	Job Number	Job Rate	Job Type	Total Hours	Student Submitted	Supervisor Approved	Mail Code Status	Primary Supervisor
<input type="checkbox"/>		SEM01	001204	\$9.05	FWSP	0.00				
<input type="checkbox"/>		SEM01	001204	\$7.75	FWSP	0.00				
<input type="checkbox"/>		SEM01	000010	\$8.35	FWSP	0.00				
<input type="checkbox"/>		SEM01	A20200	\$7.75	SE	0.00				
<input type="checkbox"/>		SEM01	000010	\$8.45	FWSP	0.00				
<input type="checkbox"/>		SEM01	000010	\$8.05	FWSP	7.00	12/17/07	12/17/07		
<input type="checkbox"/>		SEM01	001204	\$8.25	FWSP	0.00				
<input type="checkbox"/>		SEM01	001204	\$8.65	FWSP	0.00				
<input type="checkbox"/>		SEM01	013158	\$9.55	FWSP	15.00		12/17/07		
<input type="checkbox"/>		SEM01	001204	\$7.75	FWSP	0.00				

- 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.

Student Employment Office - Windows Internet Explorer

http://www.bu.edu/link/uis/cgi_student_employment.pl/uismp?ModuleName=time_entry.pl&StudId=U97931669&JobN

BU Student Employment Office

Boston University Business Link Student Employment logoff

STUDENT TIME ENTRY - SUPERVISOR APPROVAL

Title	Department	Supervisor Name	Job Number	Hourly Rate	Total Hours	Submitted	Approved
Payroll Assistant	Student Employment Office	Angela Mitchell	001204	\$9.05	0.00		

Approved By:

Day	Date	Begin	End	Begin	End	Begin	End	Hours	
Monday	12/17/2007							0.00	Reset Hours
Tuesday	12/18/2007							0.00	Reset Hours
Wednesday	12/19/2007							0.00	Reset Hours
Thursday	12/20/2007							0.00	Reset Hours
Friday	12/21/2007							0.00	Reset Hours
Saturday	12/22/2007							0.00	Reset Hours
Sunday	12/23/2007							0.00	Reset Hours
Total hours								0.00	Reset All Hours

Recalculate

Notes for the auditor

Done

Student Employment Office - Windows Internet Explorer

http://www.bu.edu/link/uis/cgi_student_employment.pl/uismp?ModuleName=time_entry.pl&StudId=U63871852&JobN

BU Student Employment Office

Boston University Business Link Student Employment logoff

STUDENT TIME ENTRY - SUPERVISOR APPROVAL

Title	Department	Supervisor Name	Job Number	Hourly Rate	Total Hours	Submitted	Approved
Office Assistant	Student Employment Office	Bethany Sheldon	A20200	\$7.75	0.00		

Approved By:

Day	Date	Begin	End	Begin	End	Begin	End	Hours	
Monday	12/24/2007	9:00am	12:30pm	1:00pm	6:00pm			8.50	Reset Hours
Tuesday	12/25/2007	9:00am	12:30pm	1:00pm	6:00pm			8.50	Reset Hours
Wednesday	12/26/2007	9:00am	12:30pm	1:00pm	6:00pm			8.50	Reset Hours
Thursday	12/27/2007	9:00am	12:30pm	1:00pm	6:00pm			8.50	Reset Hours
Friday	12/28/2007	9:00am	12:30pm	1:00pm	6:00pm			8.50	Reset Hours
Saturday	12/29/2007							0.00	Reset Hours
Sunday	12/30/2007							0.00	Reset Hours
Total hours								42.50	Reset All Hours

Recalculate

Notes for the auditor

Regular Hours: 40.00 Overtime Hours: 2.50 Overtime Code: NO OVERTIME

Done

Student Employment Office - Windows Internet Explorer

http://www.bu.edu/link/bin/uiscgj_student_employment.pl/uismpl?ModuleName=time_entry.pl&StudId=U63871852&JobA

Student Employment Office

Approved By:

Day	Date	Begin	End	Begin	End	Begin	End	Hours	
Monday	12/24/2007	9:00am	12:30pm	1:00pm	6:00pm			8.50	Reset Hours
Tuesday	12/25/2007	9:00am	12:30pm	1:00pm	6:00pm			8.50	Reset Hours
Wednesday	12/26/2007	9:00am	12:30pm	1:00pm	6:00pm			8.50	Reset Hours
Thursday	12/27/2007	9:00am	12:30pm	1:00pm	6:00pm			8.50	Reset Hours
Friday	12/28/2007	9:00am	12:30pm	1:00pm	6:00pm			8.50	Reset Hours
Saturday	12/29/2007							0.00	Reset Hours
Sunday	12/30/2007							0.00	Reset Hours
Total hours								42.50	Reset All Hours

Recalculate

Notes for the auditor

forgot to enter her hours for this week. I entered them on her behalf.

Regular Hours 40.00 **Overtime Hours** 2.50 **Overtime Code** TIME AND ONE-HALF

Continue

Student Employment Office - Windows Internet Explorer

http://www.bu.edu/link/bin/uiscgj_student_employment.pl/uismpl

Student Employment Office

Office Assistant Student Employment Office Bethany Sheldon A20200 \$7.75 0.00

Approved By:

Day	Date	Hours	Begin - End
Monday	12/24/2007	8.50	9:00am-12:30pm 1:00pm-6:00pm
Tuesday	12/25/2007	8.50	9:00am-12:30pm 1:00pm-6:00pm
Wednesday	12/26/2007	8.50	9:00am-12:30pm 1:00pm-6:00pm
Thursday	12/27/2007	8.50	9:00am-12:30pm 1:00pm-6:00pm
Friday	12/28/2007	8.50	9:00am-12:30pm 1:00pm-6:00pm
Saturday	12/29/2007	0.00	
Sunday	12/30/2007	0.00	
Total Hours		42.50	

Notes for the auditor

forgot to enter her hours for this week. I entered them on her behalf.

Regular Hours 40.00 **Overtime Hours** 2.50 **Overtime Code** TIME AND ONE-HALF

Change Approve

- 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.

Student Employment Office - Windows Internet Explorer

http://www-test.bu.edu/link/bin/uiscgi_student_employment.pl/uismpl?ModuleName=time_entry.pl&StudId=U627249648

Student Employment Office

Approved By: Cassandra Smith

Day	Date	Begin	End	Begin	End	Begin	End	Hours	
Monday	01/28/2008	Noon	5:00pm					5.00	Reset Hours
Tuesday	01/29/2008	Noon	5:00pm					5.00	Reset Hours
Wednesday	01/30/2008	Noon	5:00pm					5.00	Reset Hours
Thursday	01/31/2008	Noon	5:00pm					5.00	Reset Hours
Friday	02/01/2008							0.00	Reset Hours
Saturday	02/02/2008							0.00	Reset Hours
Sunday	02/03/2008							0.00	Reset Hours
Total hours								20.00	Reset All Hours

Recalculate

Notes for the auditor

Prior notes to the auditor

Approved By	Approved On	Approved When	Note
CASSANDRA SMITH	01/29/2008	12:51 pm	Student forgot to enter hours, and asked me to enter them for him.

Regular Hours 20.00 **Overtime Hours** 0.00 **Overtime Code** NO OVERTIME

Done Internet 100%

start Microsoft ... Procedure for ... Student Emplo... 3:48 PM

Student Employment Office - Windows Internet Explorer

http://www-test.bu.edu/link/bin/uiscgi_student_employment.pl/uismpl?ModuleName=time_entry.pl&StudId=U62724964&

Student Employment Office

Monday	01/28/2008	Noon	5:00pm						5.00	Reset Hours
Tuesday	01/29/2008	Noon	5:00pm						5.00	Reset Hours
Wednesday	01/30/2008	Noon	5:00pm						5.00	Reset Hours
Thursday	01/31/2008	Noon	5:00pm						5.00	Reset Hours
Friday	02/01/2008								0.00	Reset Hours
Saturday	02/02/2008								0.00	Reset Hours
Sunday	02/03/2008								0.00	Reset Hours
Total hours									20.00	Reset All Hours

Recalculate

Notes for the auditor

entering half time hours for student worked over 40 hours between this job and his job at housing.

Prior notes to the auditor

Approved By	Approved On	Approved When	Note
CASSANDRA SMITH	01/29/2008	12:51 pm	Student forgot to enter hours, and asked me to enter them for him.

Regular Hours **Overtime Hours** **Overtime Code**

Continue

Student Employment Office - Windows Internet Explorer

http://www-test.bu.edu/link/bin/uiscgi_student_employment.pl/uismpl

Student Employment Office

Approved By: Cassandra Smith

Day	Date	Hours	Begin - End
Monday	01/28/2008	5.00	12:00pm-5:00pm
Tuesday	01/29/2008	5.00	12:00pm-5:00pm
Wednesday	01/30/2008	5.00	12:00pm-5:00pm
Thursday	01/31/2008	5.00	12:00pm-5:00pm
Friday	02/01/2008	0.00	
Saturday	02/02/2008	0.00	
Sunday	02/03/2008	0.00	
Total Hours		20.00	

Notes for the auditor

entering half time hours for student worked over 40 hours between this job and his job at housing.

Prior notes to the auditor

Approved By	Approved On	Approved When	Note
CASSANDRA SMITH	01/29/2008	12:51 pm	Student forgot to enter hours, and asked me to enter them for him.

Regular Hours **Overtime Hours** **Overtime Code**

Change Approve

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

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