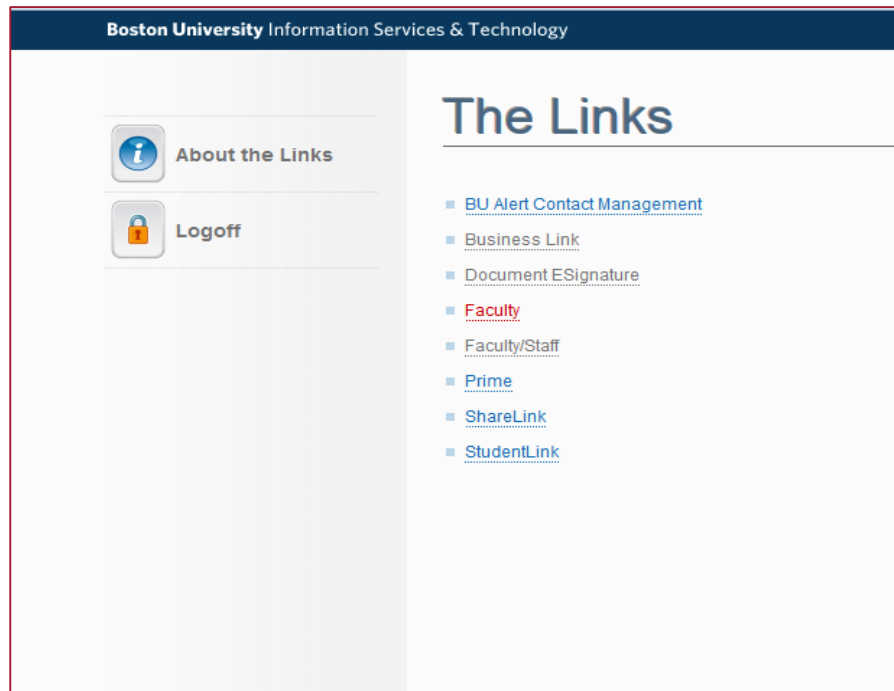


Payroll

Approve Student Payroll
without a SecureID

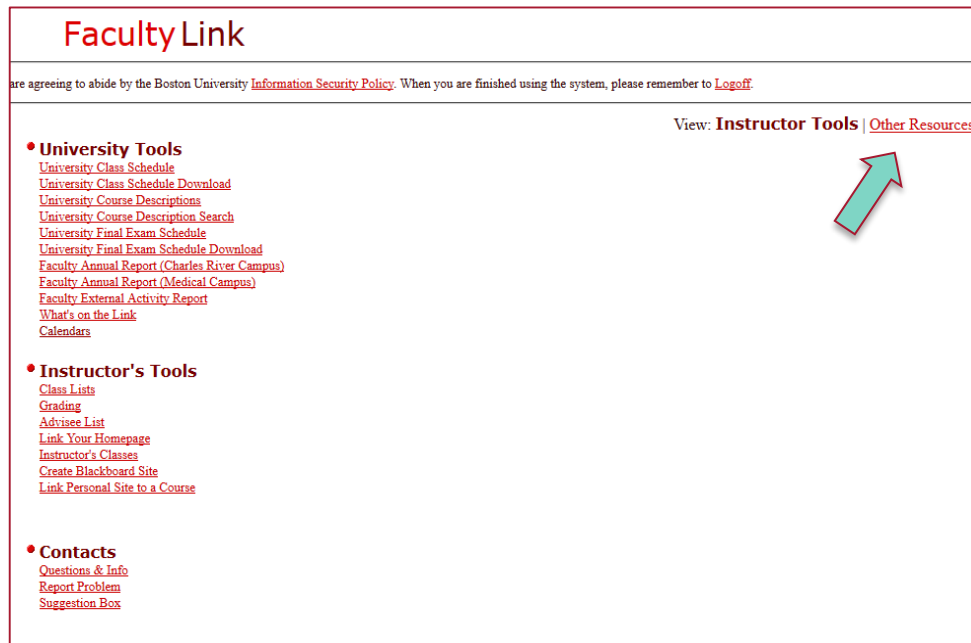
www.bu.edu/link

- Go to the website above and click “Faculty”
- Enter username and Kerberos password



Faculty Link

- Any staff of the University can access the Faculty Link
- On the top right corner, click “Other Resources”



The screenshot shows the 'Faculty Link' page. At the top, there is a header 'Faculty Link' and a disclaimer: 'I am agreeing to abide by the Boston University [Information Security Policy](#). When you are finished using the system, please remember to [Logoff](#).' Below this, there are three main sections: 'University Tools', 'Instructor's Tools', and 'Contacts'. In the top right corner, there is a navigation bar with 'View: [Instructor Tools](#) | [Other Resources](#)'. A red arrow points to the 'Other Resources' link.

Faculty Link

I am agreeing to abide by the Boston University [Information Security Policy](#). When you are finished using the system, please remember to [Logoff](#).

View: [Instructor Tools](#) | [Other Resources](#)

- **University Tools**
 - [University Class Schedule](#)
 - [University Class Schedule Download](#)
 - [University Course Descriptions](#)
 - [University Course Description Search](#)
 - [University Final Exam Schedule](#)
 - [University Final Exam Schedule Download](#)
 - [Faculty Annual Report \(Charles River Campus\)](#)
 - [Faculty Annual Report \(Medical Campus\)](#)
 - [Faculty External Activity Report](#)
 - [What's on the Link](#)
 - [Calendars](#)
- **Instructor's Tools**
 - [Class Lists](#)
 - [Grading](#)
 - [Advisee List](#)
 - [Link Your Homepage](#)
 - [Instructor's Classes](#)
 - [Create Blackboard Site](#)
 - [Link Personal Site to a Course](#)
- **Contacts**
 - [Questions & Info](#)
 - [Report Problem](#)
 - [Suggestion Box](#)

Other Resources


- Under the bullet of “Other Resources”, select “Student Employee Time Approval

Faculty Link

By using this system, you are agreeing to abide by the Boston University [Information Security Policy](#). When you are finished using the system, please remember to [Logoff](#).

View: [Instructor Tools](#) | **Other Resources**

- **University Tools**
 - [University Class Schedule](#)
 - [University Class Schedule Download](#)
 - [University Course Descriptions](#)
 - [University Course Description Search](#)
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 - [Faculty Annual Report \(Charles River Campus\)](#)
 - [Faculty Annual Report \(Medical Campus\)](#)
 - [Faculty External Activity Report](#)
 - [What's on the Link](#)
 - [Calendars](#)
- **Other Resources**
 - [Faculty Salary Review Comments](#)
 - [Faculty Assembly/Faculty Council](#)
 - [Faculty Handbook](#)
 - [My Grant Expenses](#)
 - [Business Link](#)
 - [BUworks Central portal](#)
 - [Courseware Information](#)
 - [BU Libraries](#)
 - [BU Today](#)
 - [Academic Calendar](#)
 - [UIS Mainframe File Services](#)
 - [Student Employee Time Approval](#)
 - [Evaluate Work-Study Students](#)
 - [Engineering Research Experience for Undergraduates](#)
 - [Compliance Tracking](#)
 - [Center for Excellence & Innovation in Teaching \(CEIT\)](#)
 - [Information Services & Technology \(IS&T\)](#)
 - [IT Help Center](#)
- **Contacts**
 - [Questions & Info](#)
 - [Report Problem](#)
 - [Suggestion Box](#)



Student Time Entry –Supervisor Approval

- This screen identifies all students for whom you are listed as a supervisor for the current week end date. This screen will also identify whether or not hours have been submitted by a student for your approval.
- To view and approve hour submitted by a student, click on the box to the left of the student’s name and click “View/Approve”.

Boston University Business Link Student Employment logoff

STUDENT TIME ENTRY - SUPERVISOR APPROVAL Help

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

Week End Date: 02/15/2015

• 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.

• To view the award balance of a work-study student, click on job number.

• 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	Student Name	Mail Code	Job Number	Job Rate	Job Type	Total Hours	Student Submitted	Supervisor Approved	Mail Code Status	Primary Supervisor
<input type="checkbox"/>	Zhang, Ying	SMG17	A10200	\$0.00	SE	0.00				
<input type="checkbox"/>	Brown, Ben	SMG40	A53900	\$1.00	SE	0.00				
<input type="checkbox"/>	Nelson, Clara	SMG40	016705	\$1.00	FWSP	0.00				*
<input type="checkbox"/>	Yang, Y	SMG40	A40200	\$1.00	SE	0.00				
<input type="checkbox"/>	Patel, P	SMG40	A40200	\$1.00	SE	8.50	02/12/15			*
<input type="checkbox"/>	Garcia, Daniel	SMG40	901186	\$1.00	FWSP	4.00	02/12/15			*
<input type="checkbox"/>	Wang, Stefanie	SMG40	A40200	\$1.00	SE	0.00				
<input type="checkbox"/>	Wang, Lozett	SMG40	A40200	\$1.00	SE	3.50	02/12/15			
<input type="checkbox"/>	Brown, Amanuel	SMG40	A40200	\$1.00	SE	3.00	02/12/15			
<input type="checkbox"/>	Smith, S	SMG40	A40200	\$1.00	SE	7.00	02/11/15			
<input type="checkbox"/>	Harris, Michelle	SMG40	A40200	\$1.00	SE	0.00				

View/Approve

- Each student’s individual timesheet will appear. If everything is okay, click “Approve”. If you are not ready to approve, click “Next” to move on to the next student.

Boston University Business Link Student Employment

STUDENT TIME ENTRY - SUPERVISOR APPROVAL

Title	Department	Supervisor Name	Job Number	Hourly Rate	Student Submitted Hours	Submitted Date	Supervisor Approved
Office Assistant	Smg Dean'S Office	Amy Mendez	A40200	8.50	8.50	02/12/2015	
P. J. DAVY, M. F. BELLE - 000000306							
Day	Date	Hours	Begin - End				
Monday	02/09/2015	0.00					
Tuesday	02/10/2015	0.00					
Wednesday	02/11/2015	3.00	12:00pm-3:00pm				
Thursday	02/12/2015	5.50	10:00am-12:30pm		2:00pm-5:00pm		
Friday	02/13/2015	0.00					
Saturday	02/14/2015	0.00					
Sunday	02/15/2015	0.00					
		Total Hours	8.50				

[Return To List](#)

Next> Approve

By Clicking 'Approve' I certify that this student employee has worked the number of hours indicated and that the work has been performed in a satisfactory manner.

If this student's wages are funded by externally sponsored agreement(s), I certify that I am a responsible official using suitable means of verification to confirm that the hours worked reasonably reflect the actual effort devoted to the project(s) funded by the sponsored agreement(s) during this pay period.

Student Time Entry –Supervisor Approval

- Once all students are approved. You will return to the main screen. The “Supervisor Approved” column will list the date in which you approved those students for the week.

Boston University Business Link Student Employment

STUDENT TIME ENTRY - SUPERVISOR APPROVAL

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

Week End Date: 02/15/2015

- 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.
- To view the award balance of a work-study student, click on job number.
- 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	Student Name	Mail Code	Job Number	Job Rate	Job Type	Total Hours	Student Submitted	Supervisor Approved	Mail Code Status
<input type="checkbox"/>	Benjamin	SMG40	A40200	\$1.00	SE	3.00	02/12/15		
<input type="checkbox"/>	Gill	SMG40	901186	\$1.00	FWSP	4.00	02/12/15	02/12/15	
<input type="checkbox"/>	Horn	SMG40	A40200	\$1.00	SE	0.00			
<input type="checkbox"/>	Nun	SMG40	016705	\$1.50	FWSP	0.00			
<input type="checkbox"/>	Pad	SMG40	A40200	\$1.50	SE	8.50	02/12/15	02/12/15	
<input type="checkbox"/>	Peri	SMG40	A53900	\$1.00	SE	0.00			
<input type="checkbox"/>	Sen	SMG40	A40200	\$1.00	SE	7.00	02/11/15		
<input type="checkbox"/>	Van	SMG40	A40200	\$1.00	SE	0.00			
<input type="checkbox"/>	Wal	SMG40	A40200	\$1.00	SE	3.50	02/12/15		
<input type="checkbox"/>	Yan	SMG40	A40200	\$1.00	SE	0.00			
<input type="checkbox"/>	Zheng, Chuan-Xiang	SMG17	A10200	\$1.00	SE	0.00			

View/Approve