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”.

Faculty Link

are agreeing to abide by the Boston University Information Security Policy. When you are finished using the system, please remember to Logoff.

*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 Access Report
- What’s on the Link Calendar

*Instructor’s Tools*
- Class List
- Grading
- Adviser List
- Link Your Homepage
- Instructor’s Classes
- Create Blackboard Site
- Link Personal Site to a Course

*Contacts*
- Questions & Info
- Report Problem
- Suggestion Box

Payroll – Approve Student Payroll without a SecureID
Other Resources

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

Payroll – Approve Student Payroll without a SecureID
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.

![Student time entry screenshot]
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.