

Payroll

Student Timesheet Entry

Student Link

- Log into your Student Link
- Go to the Work Tab

The screenshot shows the Boston University Student Link interface. At the top, it says "BOSTON UNIVERSITY Student Link". Below that is a welcome message: "Welcome to the Student Link... your link to your records at Boston University. If you are a new user, please check out Getting Started in the Basics area. Items listed in italics are public; all others require a BU Login Name." There are several navigation links: "express link", "Current Schedule", "Work Study Jobs", "Evening Parking Permits", and "Student Account Inquiry". The main content area is divided into several colored tabs: "Academics" (orange), "Food & Shelter" (yellow), "Money Matters" (green), "Basics" (red), "Personal" (purple), "Index" (blue), and "Work" (teal). The "Work" tab is circled in red. Below the tabs, there is a reminder: "Remember to [logoff](#) to protect your privacy."

- Access and Deadlines
 - System is available to input hours 24/7: Monday 12:01 AM to Sunday 11:59pm
 - Deadline established by your supervisor must be followed.

Work Tab

- In the Work Tab, select “Employee Time Entry”

The screenshot displays the Boston University Student Link interface. At the top, there is a navigation bar with tabs for Academics, Money Matters, Personal, Food & Shelter, Basics, and Index. Below this, a 'Work' tab is selected, revealing a list of links. The link 'Employee Time Entry' is circled in red. Below the list, there is a message: 'Students looking for jobs should check out both our Job Board and Quickie Job Listings for up-to-the-minute employment opportunities.' At the bottom, the page is generated on Mon Jan 28 15:11:15 2008, with copyright information for Boston University University Information Systems.

Job Summary

- A summary of your jobs are listed.
- Job is posted once you have been formally hired into the position.
- You can only enter hours for the current pay week. If the deadline is missed, your supervisor will enter those hours on your behalf.

Boston University Student Link logoff

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[Academics](#)
[Money Matters](#)
[Personal](#)
[Work](#)
[Food & Shelter](#)
[Basics](#)
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Employee Time Entry - Job Summary [Contact](#)

Current Week

- Select job title from list below to enter hours worked. **IMPORTANT: Only highlighted job TITLE(S) are available for on-line time entry at this time.**
- Time Entry for current week available from Monday, 12:01 a.m. through Sunday, 11:59 p.m. Consult your supervisor for specific departmental deadline requirements.
- Scroll to View Prior Weeks.

Work Week: **01/28/2008 - 02/03/2008** Estimated Paycheck Date: **02/08/2008**

Title	Type	Department	Supervisor Name	Total Hours	Submitted
<u>Teaching Assistant</u>		<u>Student Employment Office</u>	<u>Carol Gately</u>	0.00	

If current jobs not displayed – contact supervisor. Click Here!

View Prior Weeks

- Select Work Week.
- Select job title from list below to view time.

Title	Type	Department	Supervisor Name	Total Hours	Submitted	Approved
<u>Teaching Assistant</u>		<u>Student Employment Office</u>	<u>Carol Gately</u>	6.00		

Timesheet Entry

- The week's timesheet will appear.
- Input all hours worked for the week.
- Note the restrictions listed at the bottom of the webpage.

Boston University Student logoff

Academics Money Matters Work Food & Shelter Basics Index

Enter Time - Teaching Assistant Contact

Work Week: 01/28/2008 - 02/03/2008 Submitted Paycheck Date: 02/08/2008

Title: Teaching Assistant Department: Student Employment Primary Supervisor: Carol Gately Contact Supervisors: Contact Supervisors

Day	Date	Begin	End	Begin	End	Reset Hours
Monday	01/28/2008	1:00pm				Reset Hours
Tuesday	01/29/2008					Reset Hours
Wednesday	01/30/2008					Reset Hours
Thursday	01/31/2008					Reset Hours
Friday	02/01/2008					Reset Hours
Saturday	02/02/2008					Reset Hours
Sunday	02/03/2008					Reset Hours

Calculate Hours Reset All Hours

[Return to Job Summary](#)

Click here

- Work-Study, International and Law students are not permitted to work over 20 hours per week while classes are in session.
- Students are required to take an unpaid break of at least 30 minutes after working six continuous hours each day.
- Students are paid for hours worked only. Lunch time, breaks, sick days, holidays and snow days are not to be counted as hours worked.

Timesheet Entry Review - Change

- Choosing the change option will bring you back to your timesheet.
- You can then make any necessary corrections.

Boston University Student Link x logoff

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Review Time - Payroll Assistant [Contact](#)

Work Week: **02/11/2008 - 02/17/2008** Estimated Paycheck Date: **02/22/2008**

Title	Department	Primary Supervisor	Contact Supervisors
Payroll Assistant	Student Employment Office	Angela Mitchell	Contact Supervisors

Day	Date	Hours	Begin - End
Monday	02/11/2008	0.00	
Tuesday	02/12/2008	1.25	1:45pm-3:00pm
Wednesday	02/13/2008	1.75	2:30pm-4:15pm
Thursday	02/14/2008	0.00	
Friday	02/15/2008	0.00	
Saturday	02/16/2008	0.00	
Sunday	02/17/2008	0.00	
Total Hours		3.00	

[Return to Job Summary](#)

I certify that this is an accurate record of the hours I have worked.

[Explain](#)

Timesheet Entry Review - Save

- By saving, your entries will be saved and you can return at a later time to adjust or input more hours.

Boston University Student Link logoff

Academics Money Matters Personal Work Food & Shelter Basics Index

Review Time - Payroll Assistant Contact

Work Week: **02/11/2008 - 02/17/2008** Estimated Paycheck Date: **02/22/2008**

Title	Department	Primary Supervisor	Contact Supervisors
Payroll Assistant	Student Employment Office	Angela Mitchell	Contact Supervisors

Day	Date	Hours	Begin - End
Monday	02/11/2008	0.00	
Tuesday	02/12/2008	1.25	1:45pm-3:00pm
Wednesday	02/13/2008	1.75	2:30pm-4:15pm
Thursday	02/14/2008	0.00	
Friday	02/15/2008	0.00	
Saturday	02/16/2008	0.00	
Sunday	02/17/2008	0.00	
Total Hours		3.00	

[Return to Job Summary](#)

I certify that this is an accurate record of the hours I have worked.

Change **Save** Submit To Supervisor [Explain](#)

Windows Internet Explorer

Your time entries will be saved but NOT submitted for approval. You can return to make changes.

OK

Timesheet Entry Review - Submit

- Once you submit to your supervisor, you will no longer be able to make changes.
- Only your supervisor will be able to make changes

Boston University Student Link logoff

Academics Money Matters Personal Work Food & Shelter Basics Index

Review Time - Teaching Assistant

[Contact](#)

Work Week: **01/28/2008 - 02/03/2008** Estimated Paycheck Date: **02/08/2008**

Title	Department	Primary Supervisor	Contact Supervisors
Teaching Assistant	Student Employment Office	Carol Gately	Contact Supervisors

Day	Date	Hours	Begin - End
Monday	01/28/2008	4.00	1:00pm-5:00pm
Tuesday	01/29/2008	0.00	
Wednesday	01/30/2008	0.00	
Thursday	01/31/2008	0.00	
Friday	02/01/2008	0.00	
Saturday	02/02/2008	0.00	
Sunday	02/03/2008	0.00	
Total Hours		4.00	

[Return to Job Summary](#)

I certify that this is an accurate record of the hours I have worked.

Change Save **Submit To Supervisor** Explain

Windows Internet Explorer

Please Note:
Once you submit this time entry you cannot return to make changes.
Are you sure you want to continue?

OK Cancel

Job Summary

- You will be brought back to the Job Summary page.
- Once the hours have been submitted, the date will appear.

Boston University Student Link logoff

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Employee Time Entry - Job Summary Contact

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View Prior Weeks

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