#### How to Input Hours

#### 1. Go to the Student Link

#### http://www.bu.edu/studentlink

🖉 Brudent Link Manu 🗶 🚾	- 0 ×
🔄 🤿 😋 🕺 🗋 🗋 www.buzdu/link/bin/uiscgi_studentlink.pl/uismpl/?ModuleName=menu.pl&NewMenu=Home	☆ ≡
Postov v v tigesity     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. Menu items listed     in italics are public; all others require a BU Login Name.     express Unit      Checklist - New Undergrads     Checklist - New Undergrads     Check Your Email     Work Study Jobs     Microfridge Rental     University Class Schedule     Registration	
Account       The definition         Drivernity Class       Exclosed         Schedule, Classes,       Exclosed         Account Ingary, Financial Address, Personal Profile,       Exclosed         Previouslat       Address, Personal Profile,         Student Employment Office       Exit of functions         Work       Exit of functions         Remember to Logoff       to protect your privacy.	
Generated True Aug 19 x 19:37 2014 Sciences True Aug 19 x 19:37 2014 Keines In True Aug 19 x 19:37 2014 Keines In True Aug 19 x 19:37 2014	

#### 2. Click on the work tab

🔟 Student Link Menu 🗙 💶	_ @ X
← → C n www.bu.edu/link/bin/uiscgi_studentlink.pl/uismpl/?ModuleName=menu.pl&NewMenu=Home	☆ =
<ul> <li>← → C ↑ www.bu.edu/link/bin/uiscgi_studentlink.pl/uismpl/?ModuleName=menupl&amp;NewMenu=Home</li> <li>BOSTONUNIVERSITY Student Link</li> <li>Welcome to the Student Link your link to your records at Boston University. If you are a new user, please check out Get in italics are public; all others require a BU Login Name.</li> <li>express link↓ Checklist - New Jan Undergrads Checklist - New Undergrads Checklist - New Undergrads Checklist - New Undergrads Check Your Email Work Study Jobs MicroFridge Rental University Class Schedule Registration</li> </ul>	tting Started in the Basics area. Menu items listed
Academics       Food & Shelter         University Class       Schedule, Classes,         Money Matters       Account Inquiry, Financial Aid,         Account Inquiry, Financial Aid,       Basics         Personal       Address, Personal Profile,         Address, Personal       Control of functions         Student Employment Office       Website, Quickie Jobs         Website, Quickie Jobs       Remember to logoff to protect your privacy.	

## 3. Click on Employee Time Entry



#### 4. Enter your BUID and Kerberos Password

🔟 Boston University   Web La 🗙 📃		
← → C 👬 🗎 TRUSTEES OF BOSTON UNIVERSITY [US] https://weblogin.bu.ed	u//web@login3?jsv=1.5p&br=un&fl=4	☆ =
← → C ň TRUSTEES OF BOSTON UNIVERSITY [US] https://weblogin.bu.ed	tu//web@login3?jsv=1.5p&br=un&fl=4	☆ =
Update Your Account Web Login Help		View Mobile Version

### 5. Click on your job title

 If you have more than one job listed, be sure to choose the correct job for the hours you wish to enter.



## 6. Enter in the number of hours you worked using the drop down menus

- Be sure to include any break time
- You must take a break after 6 consecutive hours of work – it's the law.

Academics	Honey Ha	udentL	ink						
1 Academics	Noney Mat		A DESCRIPTION OF THE OWNER OF THE		The second s				
inter Time		tters Pe	srsonal	Work	Food & Shelter	Dasics	Index		
	- Office	Assist	ant						
Vork Week: 08/	18/2014 -	08/24/2	014 Estima	ted Paychec	k Date:08/29	/2014			
Office Assistant	W-S	Student	Employment	Office Co	alleen Robinsor	Contact s	Supervisors		
Day D	ate 1	Banin	End	Banin	End	Beoin	End		
Honday 08/1	8/2014 90	00am ¥	12 30om ¥	1:00pm *	6.00om ¥	T	THU T	Rasat Hours	
Tuesday 08/1	9/2014				2:00pm +			Parat Heres	
Nedneeday 00/3	0/2014	-		1	2.30pm		-	Neses rooms	
veullesday 00/2	0/2014	•	•		2.45pm 3.00pm	· ·	•	Reset Hours	
Thursday 08/2	1/2014	•			3 15pm	•	•	Reset Hours	
nday 08/2	2/2014	•	•	•	3.45pm	•	•	Reset Hours	
Saturday 08/2	3/2014	•	•	-	4.00pm 4.15pm	•	٠	Reset Hours	
Sunday 08/2	4/2014				4:30pm 4:45pm	•		Reset Hours	
					5.00pm 5.15pm	Calc	alate Hours	Reset All Hours	
					5:30pm	halionos			
eturn to Job Sun	nmary				6:00pm				
Work-Study, In	nternational	and Law	students are	e not permitt	6 15pm	er 20 hours per	week while	lasses are in session.	
Work-Study st	udents may	y click on 1	WS Job Type	e to view the	ir 6:45pm + 1	ce information.			
Students are n	equired to a	take an un	paid break o	time braaks	minutes after	working soc co	ntinuous no	s each day.	
bibberris are p			unigr surren	unrej ereano	, and duppy in	indaga ana ano	in any and		
								Copyright &. Boston University	

### 7. Click Calculate Hours

BU Time Ent	ny	×					
 ← → C	🔺 🗎 TRU	STEES OF BO	OSTON UNIVE	RSITY [US] h	nttps://www.bu	.edu/link/bi	in/uiscgi_stude
Boston U	niversity	Student I	Link				
1 Acad	emics Money	Matters	Personal	Work	Food & Shelter	Basics	Index
Enter Ti	ime - Offi	ce Assis	tant				
Work Week	:: 08/18/201	4 - 08/24/	2014 Estimat	ted Paycheci	k Date:08/29/	2014	
<b>Title</b> Office Assi	Job Ty stant <u>W-S</u>	pe I <u>Student</u>	Department t Employment	Prin Office Co	<b>1ary Superviso</b> olleen Robinson	or Contact Contac	( Supervisors t Supervisors
Day	Date	Begin	End	Begin	End	Begin	End
Monday	08/18/2014	9:00am 🔻	12:30pm 🔻	1:00pm •	5:00pm •	•	•
Tuesday	08/19/2014	•	•	•	· · · · ·	•	•
Wednesday	y 08/20/2014	•	•	•	· · · · ·	•	•
Thursday	08/21/2014	•	•	•	· · · · ·	•	•
Friday	08/22/2014	T	•	•		T	•
Saturday	08/23/2014	•	•	•	<b>T</b>	Ŧ	•
Sunday	08/24/2014	•				-	
						Ca	Iculate Hours
<u>Return to J</u>	ob Summary						
<ul> <li>Work-St</li> <li>Work-St</li> <li>Students</li> </ul>	udy, Internatio udy students i s are required	nal and Law nay click on to take an u	v students are 1 WS Job Type Inpaid break o	not permitte to view the of at least 30	ed to work over ir award balanc ) minutes after	r 20 hours p e informatio working six (	er week while n. continuous hou
Studenta	s are paid for i		a only. Earlen	time, breaks,	, sick days, noi	uays and sn	iow days are n

Copyright ©, Boston University University Information Systems

## If you will need to return later to enter more hours...

#### 8. Click Save

 A pop-up will appear notifying you that your hours are being saved but not submitted and you will still be able to update them. Click OK to save your hours.



# Once you have finished entering hours for the week...

# 9. Double check that your hours are correct and click the checkbox to certify your hours

<b>BU</b> Time Entry F	Review ×									_ @ X
← ⇒ C :	🖌 🔒 TRUSTER	ES OF BOST	ON UNIVERSITY [US	] https://www.	ou.edu/link/bin/uis	cgi_studentlin	k.pl/1408477314			☆ =
Boston Uni	iversity Stu	dent L <i>i</i> r	n k							🔀 logoff
1 Academ	iics Money Matt	ters Pers	ional Work	Food & Shelter	Basics	Index				
Review T	ime - Offic	e Assis	tant							Contact
Work Week: (	08/18/2014 - (	08/24/201	14 Estimated Paych	eck Date: <b>08/2</b>	9/2014					
<b>Title</b> Office Assista	Job Type ant <u>W-S St</u>	Depa tudent Empl	rtment Prin loyment Office Colle	ary Supervisor een Robinson (	Contact Supervisors ontact Supervisors					
Day	Date	Hours	Begin - End	Begin - End						
Monday	08/18/2014	7.50	9:00am-12:30pm	1:00pm-5:00p	n					
Tuesday	08/19/2014	7.50	9:00am-12:30pm	1:00pm-5:00p	n					
Wednesday	08/20/2014	7.50	9:00am-12:30pm	1:00pm-5:00p	n					
Thursday	08/21/2014	7.50	9:00am-12:30pm	1:00pm-5:00p	n					
Friday	08/22/2014	7.50	9:00am-12:30pm	1:00pm-5:00p	n					
Saturday	08/23/2014	0.00								
Sunday	08/24/2014	0.00								
	Total Hours	37.50								
<u>Return to Job S</u>	Summary				(	✓ I certity that Change	t this is an accurate record of the hours Save Submit To Supervisor	I have worked. <u>Explain</u>		
							Generated The Aug 19 15:42:36 2014 Copyright ©, Boston University University Information Systems			

#### 10. Click Submit to Supervisor

#### A pop-up will appear letting you know that you won't be able to edit your hours once it is submitted. Click OK.

🔟 Time Entry Review 🛛 🗙 📃	
← → C ☆ [A TRUSTEES OF BOSTON UNIVERSITY [US] https://www.bu.edu/link/bin/uisc	cgi_studentlink.pl/1408477314 🔂 \Xi
Boston University Student Link	The page at https://www.buiedu.savs: X II logoff
1 Academics Money Matters Personal Work Food & Shelter Basics In	nd
Review Time - Office Assistant	Please Note: Once you submit this time entry you cannot return to make
Work Week: 08/18/2014 - 08/24/2014 Estimated Paycheck Date: 08/29/2014	changes. Are you sure you want to continue
Title         Job Type         Department         Primary Supervisor         Contact Supervisors           Office Assistant         W-S         Student Employment Office         Colleen Robinson         Contact Supervisors	OK Canel
Day Date Hours Begin - End Begin - End	
Monday 08/18/2014 7.50 9:00am-12:30pm 1:00pm-5:00pm	
Tuesday 08/19/2014 7.50 9:00am-12:30pm 1:00pm-5:00pm	
Wednesday 08/20/2014 7.50 9:00am-12:30pm 1:00pm-5:00pm	
Thursday 08/21/2014 7.50 9:00am-12:30pm 1:00pm-5:00pm	
Friday 08/22/2014 7.50 9:00am-12:30pm 1:00pm-5:00pm	
Saturday 08/23/2014 0.00	
Sunday 08/24/2014 0.00	
Total Hours 37.50	
Return to Job Summary	
	I contributive this is an experted of the lower later worked
	Territy mar mis is an even are record of me nonis i me non ked.
	Change San Submit To Supervisor Extrain
	Generated Tas Ang 19 15:42:36 2014 Covertient B. Boston University
	University Information Streams

#### You're Done!

Once you've submitted your hours you will be returned to the main Employee Time Entry page. You should see the total number of hours you entered as well as the date they were submitted. If you don't see this, your hours were not submitted properly and you should go back and re-submit them.

III Job Summary	*		
← → C fi 🙆 TRU:	STEES OF BOSTON UNIVERSITY [US] https://www	ww.bu.edu/link/bin/uiscgi_studentlink.pl/1408477658	ź
Boston University !	Student Link		8
1 Academics Noney	Natters Personal Work Food & Shelt	tter Basice Index	
Employee Time E	ntry - Job Summary		
Current Week			
<ul> <li>Work-Study students</li> </ul>	may click on WS Job Type to view their award b	balance information.	
<ul> <li>Select job title from lis</li> <li>Time Entry for current</li> </ul>	it below to enter hours worked. IMPORTANT: Or week available from Monday. 12:01 a.m. through	my highlighted job TITLE(S) are available for on-line time entry at this time.	
<ul> <li>Scroll to View Prior We</li> </ul>	reeks.	gn donnay, xx.az p.m. conson, your aupervisor for specific departmental deading requirements.	
Work Week: 08/18/201	4 - 08/24/2014 Estimated Paycheck Date:08	1/29/2014	
Title	Type Department	Supervisor Name Student Entered Hours Submitted	
Unice Assistant	W-S Student Employment Office	Collegn Robinson 37.50 08/19/2014	
View Prior Week	s		
<ul> <li>Select Work Week. 08</li> </ul>	S 8/11/2014 - 08/17/2014 V go		
Select Work Week.     To view the award ball	S 8/11/2014 - 08/17/2014 ▼ go lance of a work-study student, click on W-S Job	b Туре.	
View Prior Week. 01 • Select Work Week. 01 • To view the award bal • Select job title from lis	S 8/11/2014 - 08/17/2014 • go lance of a work-study student, click on W-S Job tt below to view time.	b Type.	
View Prior Week. 01 • Select Work Week. 01 • To view the award bal • Select job title from lis Title Type	S B11/2014 - 00/17/2014 • 90 Jance of a work-study student, click on W-S Job It below to view time. Department Supervisor Name	b Type.	
View Prior Week. • Select Work Week. • To view the award ball • Select job title from lis Title Type Office Assistant W-S	S BY11/2014 • 00/17/2014 • go lance of a work-study student, click on W-S Job it below to view time. Department Supervisor Name Student Englyment Office Colean Robinson	b Type. e Student Entered Hours Submitted Approved 37.50 08/15/2014 08/15/2014	
View Prior Week. • Select Work Week. • To view the award ball • Select job title from lis Title Type Office Assistant W-5	S U11/2014 - 08177/2014   jga ance of a work-study student, click on W-S Job to below to view time.  Department Sudent Employment Office Collean Robinson	b Type. 2 Student Entered Hours Submitted Approved 37.50 08/15/2014 08/15/2014	
View Prior Week. Select Work Week. (0) To view the award ball Select job title from lis Title Type Office Assistant W-S	S 11/12/014 - 69/17/2014 - gg ance of a work-study student, click en W-S Job at below to view time. Department Supervisor Name Student Employment Office Collean Robinson	b Type. 2 Student Entered Hours Submitted Approved 37.50 08/15/2014 08/15/2014	
View Prior Week. Select Work Week. To view the award ball Select job title from lis Title Type Office Assistant W-S ;	S BY11/2014 - 09/17/2014 - gg ance of a work-study student, click on W-S Job it below to view time. Department Supervisor Name Student Employment Office Collean Robinson	b Type. 2 Student Entered Hours Submitted Approved 37.50 08/15/2014 08/15/2014 Generative Restance Movement Generative Restance Movement	
View Prior Week. [0] * To view the award bak Select job title from its Title Type Office Assistant W-S ;	S U11/2014 - 08177/2014  ga ance of a work-study student, click on W-S Job tt below to view time. Department Supervisor Name Student Employment Office Collean Robinson	b Type. 2 Student Entered Hours Submitted Approved 37.50 08/15/2014 08/15/2014 Generated Tue Aug 19 151,47,45 2014 Generated Tue Aug 19 151,47,45 2014 Generated Fundaments Statum	
View Prior Week. [0] • Select Work Week. [0] • To view the award bak • Select job title from is Title Type Office Assistant W-S ;	S 111/2014 - 60171/2014 • 90 Inacce of a work-study student, click on W-S Job It below to view time. Department Supervisor Name Student Employment Office Colleon Robinson	b Type. a Student Entered Hours Submitted Approved 37.50 08/15/2014 08/15/2014 Galerando July 19/15/2014 Galerando July 19/15/2014 Methods 19/15/2014 Methods 19/15/2014	
View Prior Week. [0] • Select Work Week. [0] • To view the award bak • Select job title from lis Title Type Office Assistant W-S ()	S BY112014-00/17/2014 ) gg ance of a work-study student, click en W-S Job it below to view time. Department Supervisor Name Student Employment Office Collean Robinson	b Type. 2 Student Entered Hours Submitted Approved 37.50 08/15/2014 08/15/2014 Generated Two Aug 19 15/47/45 2014 Generated Loberatin Movements Information Systems	
View Prior Week. [0] • Select Work Week. [0] • To view the award bak • Select job title from lis Title Type Office Assistant W-S ;	S U11/2014 - 08177/2014  gal ance of a work-study student, click on W-S Job it below to view time. Department Supervisor Name Student Employment Office Collean Robinson	b Type. 2 Student Entered Hours Submitted Approved 37.50 08/15/2014 08/15/2014 Generated Two Aug 19 15:47/45 2014 Generated Two Aug 19 15:47/45 2014 Coperation Information Systems	
View Prior Week. [0] • Select Work Week. [0] • To view the award bak • Select job title from is Title Type Office Assistant W-5 ;	S BY11/2014 - G0/17/2014 • go lance of a work-study student, click en W-S Job It below to view time. Department Supervisor Name Student Employment Office Colleon Robinson	b Type. a Student Entered Hours Submitted Approved 37.50 08/15/2014 08/15/2014 Generated Tusk ag 19 15147/145 2014 Generated Tusk ag 19 15147/145 2014 Keynadob Indomation Sustems	
View Prior Week. [0] • Select Work Week. [0] • To view the award ball • Select job title from is Title Type Office Assistant W-S ;	S 111/2014 - 09177/2014 • ge lance of a work-study student, click on W-S Job ti below to view time. Department Supervisor Name Student Employment Office Collean Robinson	b Type. 2 Student Entered Hours Submitted Approved 37.50 08/15/2014 08/15/2014 Generated Two Aug 19 15:47):45 2014 Conversited Two Aug 19 15:47):45 2014 Conversited Two Aug 19 15:47):45 2014	
View Prior Week. [0] • Select Work Week. [0] • To view the award bak • Select job title from liz Title Type Office Assistant W-S ;	S 111/2014 - 08177/2014  ga lance of a work-study student, click en W-S Job it below to view time. Department Supervisor Name Student Employment Office Collegen Robinson	b Type. 2 Student Entered Hours Submitted Approved 37.50 08/15/2014 08/15/2014 Ganavasad Tue Aug 19 15147/45 2014 Cenovish C. Baskin Liviandia Liviandia Liviandia	
View Prior Week. [0] • Select Work Week. [0] • To view the award bak • Select job title from is Title Type Office Assistant W-S ;	S 111/2014 - 60171/2014 • 90 lance of a work-study student, click en W-S Job it below to view time. Department Supervisor Name Student Employment Office Collean Robinson	b Type. a Student Entered Hours Submitted Approved 37.50 00/15/2014 08/15/2014 Garcented Turks og 19 5147/49 2014 Garcented Turks og 19 5147/49 2014 Schwardte Information Sustems	
View Prior Week. [0] • Select Work Week. [0] • To view the award ball • Select job title from is Title Type Office Assistant W-S ;	S 111/2014 - 09177/2014 • ge lance of a work-study student, click on W-S Job ti below to view time. Department Supervisor Name Student Employment Office Collean Robinson	b Type. 2 Student Entered Hours Submitted Approved 37.50 08/15/2014 08/15/2014 Generated Two Aug 19 15:47/145 2014 Cenerated Two Aug 19 15:47/145 2014 Cenerated Two Aug 19 15:47/145 2014	
View Prior Week. [0] • Select Work Week. [0] • To view the award bak • Select job title from liz Title Type Office Assistant W-S ;	S 111/2014 - 08177/2014  gamma ince of a work-study student, click on W-S Job it below to view time. Department Supervisor Name Student Employment Office Collean Robinson	b Type. 2 Student Entered Hours Submitted Approved 37.50 08/15/2014 08/15/2014 Generated Two Aug 19 15:47/45 2014 Cenerative Two Aug 19 15:47/45 2014 Cenerative Two Aug 19 15:47/45 2014 Cenerative Two Aug 19 15:47/45 2014	
View Prior Week Select Work Week. [0] To view the award bak Select job title from is Title Type Office Assistant W-S ;	S 111/2014 - 60177/2014  go lance of a work-study student, click en W-S Job it below to view time. Department Supervisor Name Student Employment Office Collean Robinson	t Type. 2 Student Entered Hours Submitted Approved 37.50 08/15/2014 08/15/2014 Generative Total (148 2014 Committee Submittee Submit	