Procedures for Using the Estimated Hours Per Week Change Function

Once you have hired a student, it may be necessary at some time to change the estimated number of hours per week that a student is working. Most often this happens because a student has to reduce the number of hours they are working due to class demands. The purpose of the Estimated Hours Per Week Change function is to allow you to make these changes when appropriate. The estimated number of hours entered should be as accurate an estimation of hours worked per week as possible. This function will not change a student’s time sheet in any way.

When making a change to a student’s estimated hours, it is important to remember that international, law and work-study students are limited to working only 20 hours per week while classes are in session. It is also important to remember that when you are changing the hours on a monthly or piecemeal job, hours must be in keeping with minimum wage standards. The formula to follow is: the rate, divided by the number of weeks, divided by the number of hours, equals the hourly rate. (Valid – $1000.00 divided by 20 hours per week divided by 4.33 weeks equals $11.55 per hour. Invalid - $500.00 divided by 20 hours per week divided by 4.33 weeks equals $5.77 per hour.)

1. Log onto the Business Link.

2. Select Student Employment from the Business Link menu.

3. Select Estimated Hours Per Week Change from the Job Maintenance Functions.
   (You may also access the Estimated Hours Per Week Change option by going to the Student Employees by Mail Code function. By selecting the “Est Hours Per Week” for a student from the list of students identified, you will be brought directly to the Estimated Hours Per Week Change option for that student/job. Then proceed to step 9 in this procedure.)

4. Enter Student ID number.

5. Enter the job number. (If you do not know the job number, you should consult the Student Employee Information or Student Employees by Mail Code functions on the web.)

6. Select the semester in which you wish to make the estimated hours change.

7. Enter the last two digits of the year.

8. Click Submit.

9. General information regarding the job will appear, including student’s name, Source Cd (Type of Job) and Current Estimated hours. Fill in the updated number of hours in the New Hours field.

10. Double check to be sure you have entered the information correctly. If you wish to make a screen print of your change, this is the time to do it.

11. Press the Update Hours button. Once you click update, a message will appear at the top of the screen indicating that the HOURS WERE UPDATED. YOU CAN CLEAR THE SCREEN AND ENTER NEXT STUDENT. The change will now be reflected on the student’s record.

12. You can then either enter another student or go back to the Employees by Mail Code list. If you have no other activity, you may exit at this point.

13. Once you click update, the record will be updated and the change will be reflected on the Student Employee Information screen on the web. (Note: The Student Employee Information screen may require you to “Reload Current Page”) to reflect the most updated information.)
**PLEASE ENTER STUDENT ID AND JOB NUMBER**

Student Id: [REDACTED]  Job Number: 017005
Semester: FALL  Year: 07

Submit  Clear

**HOURS UPDATE FUNCTION**

Student Id: [REDACTED]  Job Number: 017005
Semester: FALL  Year: 07

Update Hours
Boston University Business Link  Student Employment

HOURS UPDATE FUNCTION

Student Id: [REDACTED]  Job Number: 017005
Semester: FALL  Year: 07

Submit  Clear

Student Name: [REDACTED]
Source Cd: FWSP
Current Hours: 5
New Hours: [REDACTED]

Update Hours

** HOURS WERE UPDATED. YOU CAN CLEAR THE SCREEN AND ENTER NEXT STUDENT **
** STUDENT EMPLOYEES BY MAIL CODE **
** 162 RECORDS SELECTED. **

<table>
<thead>
<tr>
<th>Mail Cd: OFA00</th>
<th>Semester: FALL</th>
<th>Year: 07</th>
</tr>
</thead>
</table>

- Click on Student ID to access general student job history information. Formerly Galaxy function SE32.
- Click on student job number(s) to access specific job information. Formerly Galaxy function SE33.
- NOTE: All blue highlighted headings can be sorted in alpha or numeric order. All blue highlighted fields, depending on Permit authorization, will allow viewing or updating.

<table>
<thead>
<tr>
<th>Student Id</th>
<th>Student Name</th>
<th>Job Number</th>
<th>Job Type</th>
<th>Estimated Hrs per Week</th>
<th>Pay Rate</th>
<th>Total Amount Paid</th>
<th>Termination Date</th>
<th>Check Dest Mail Cd</th>
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<tbody>
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** HOURS UPDATE FUNCTION **

** YOU CAN ENTER HOURS AND CLICK ON UPDATE HOURS **

<table>
<thead>
<tr>
<th>Student Id: U</th>
<th>Job Number: 017005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester: FALL</td>
<td>Year: 07</td>
</tr>
</tbody>
</table>

Submit  Clear 

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Source Cd: FWSP</th>
</tr>
</thead>
</table>

Current Hours: 10
New Hours: 0

Update Hours