

# STEP Instructions

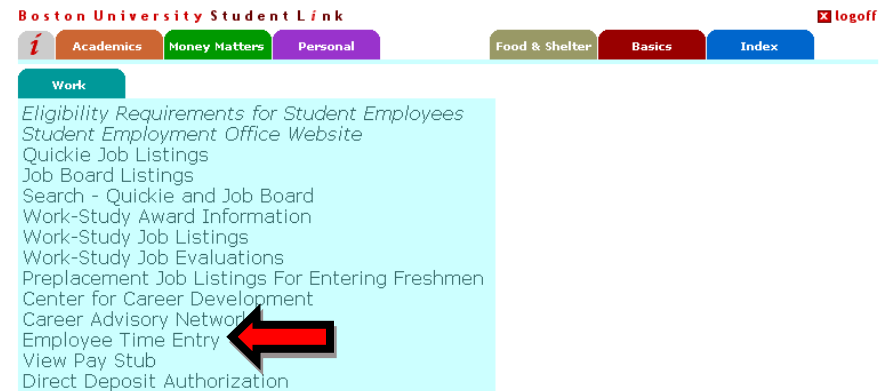
(STEP = Student Time Entry Process)

**BU Law STEP Deadline: Thursday at midnight. If you are working Friday, Saturday, or Sunday, please project your hours for those days.**

**Step 1: Go to <http://www.bu.edu/studentlink>**

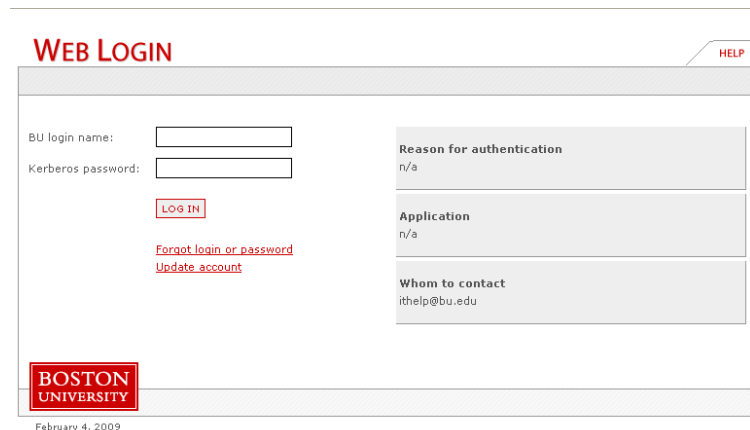
**Step 2: Click on the Work tab.**

**Step 3: Click on Employee Time Entry.**



Students looking for jobs should check out both our Job Board and Quickie Job Listings for up-to-the-minute employment opportunities.

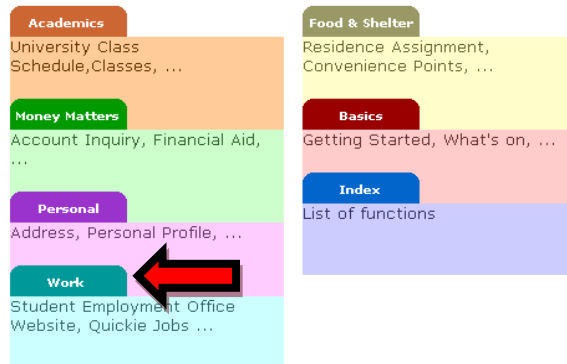
**Step 4: Log in with your BU login name and Kerberos password.**



**BOSTON UNIVERSITY**  
**Student Link**

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. Menu items listed in italics are public; all others require a BU Login Name.

[express link](#) [Checklist - New Undergrads](#)  
[Current Schedule](#)  
[MicroFridge Rental](#)  
[MBTA Semester Pass](#)  
[Registration](#)



Remember to [logoff](#) to protect your privacy.

**Step 5: Click on your job title on the top half of the screen, under Current Week.**

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### Employee Time Entry - Job Summary

**Current Week**

- Work-Study students may click on WS Job Type to view their award balance information.
- Select job title from list below to enter hours worked. **IMPORTANT: Only highlighted job TITLE(S) are available for on-**
- Time Entry for current week available from Monday, 12:01 a.m. through Sunday, 11:59 p.m. Consult your supervisor fo
- Scroll to View Prior Weeks.

Work Week: 07/25/2011 - 07/31/2011 Estimated Paycheck Date:08/05/2011

Title	Type	Department	Supervisor Name	St
<b>Payroll Assistant</b>		Law Finance And Administration	Kealin Mccormick	

**View Prior Weeks**

Select Work Week: 07/18/2011 - 07/24/2011

- To view the award balance of a work-study student, click on W-S Job Type.
- Select job title from list below to view time.

Title	Type	Department	Supervisor Name	Student Entered Hours	Submitted	A
<b>Payroll Assistant</b>		Law Finance And Administration	Kealin Mccormick	27.50	07/21/2011	07

**Step 6: Enter the hours you worked using the drop down tabs, accounting for any breaks you took. When you are done entering hours, click Calculate Hours.**

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### Enter Time - Payroll Assistant

Work Week: 07/25/2011 - 07/31/2011 Estimated Paycheck Date:08/05/2011

Title	Job Type	Department	Primary Supervisor	Contact Supervisors
<b>Payroll Assistant</b>		Law Finance And Administration	Kealin Mccormick	Contact Supervisors

Day	Date	Begin	End	Begin	End	Begin	End	
Monday	07/25/2011	9:00am	2:00pm					Reset Hour
Tuesday	07/26/2011	Noon	5:00pm					Reset Hour
Wednesday	07/27/2011	9:00am	Noon	1:00pm	5:00pm			Reset Hour
Thursday	07/28/2011	Noon	5:00pm					Reset Hour
Friday	07/29/2011	9:00am	Noon	12:30pm	5:00pm			Reset Hour
Saturday	07/30/2011							Reset Hour
Sunday	07/31/2011							Reset Hour

- Step 7: You have 3 options:**
- A) **Change:** this brings you back to the previous screen, where you can reselect your hours.
  - B) **Save:** this holds onto your hours and does not submit them, so that you can record additional hours or make changes later in the week.
  - C) **Submit To Supervisor:** this sends your hours to your supervisor for approval. To send your hours, you must check the box that says, "I certify that this is an accurate record of the hours I have worked" before selecting this option. Important: Once you click Submit To Supervisor, you can no longer edit your hours for the week.

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### Review Time - Payroll Assistant

Work Week: 07/25/2011 - 07/31/2011 Estimated Paycheck Date:08/05/2011

Title	Job Type	Department	Primary Supervisor	Contact Supervisors
<b>Payroll Assistant</b>		Law Finance And Administration	Kealin Mccormick	Contact Supervisors

Day	Date	Hours	Begin - End	Begin - End
Monday	07/25/2011	5.00	9:00am-2:00pm	
Tuesday	07/26/2011	5.00	12:00pm-5:00pm	
Wednesday	07/27/2011	7.00	9:00am-12:00pm	1:00pm-5:00pm
Thursday	07/28/2011	5.00	12:00pm-5:00pm	
Friday	07/29/2011	7.50	9:00am-12:00pm	12:30pm-5:00pm
Saturday	07/30/2011	0.00		
Sunday	07/31/2011	0.00		
<b>Total Hours</b>		29.50		

[Return to Job Summary](#)

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

[Explain](#)

