

Procedure for Using the Student Employees by Mail Code Function

The *Student Employees by Mail Code* function was developed to enable payroll coordinators to view all the student employees hired into jobs within their mail code during a particular semester. The function is interactive. Supervisors and payroll coordinators may use this function to navigate access to the Student Employee Information function and the Job and Earnings History function. Payroll coordinators may also use this function to access certain change functions.

1. Logon on to the Business Link.
2. Select Student Employment from the Business Link menu.
3. Select Student Employees by Mail Code under general functions.
4. Enter the mail code to be viewed.
5. Enter the semester you want to view.
6. Enter the year you want to view.
7. Click submit.
8. A list of students hired into jobs for the mail code selected will appear.

The fields displayed are:

<i>Student ID Number</i>	The student's Boston University identification number, as taken from the University Registrar's system. This is an interactive field. If you click on a student's ID number you will be brought to the Student Information Screen (formerly SE32) which has the student's general history information.
<i>Student Name</i>	The student's name as it appears on the University Registrar's system. A student with multiple jobs will appear once for each job number. This field is not interactive.
<i>Job Number</i>	The Job Numbers is associated with the student's employment for the semester: Departmental job numbers begin with a letter, i.e. A30200. Federal Work-Study jobs are all numeric, i.e.000232. Every job a student holds will have a specific job number. This is an interactive field. If you click on a student's job number you will be brought to the job history screen for the semester.
<i>Job Type</i>	Indicates whether the particular job is hourly paid (H), monthly paid (M) or a piecemeal payment (P). This is not an interactive field.
<i>Estimated Hours Per Week</i>	Indicates the Estimated Hours Per Week for a specific job. This is an interactive field for payroll coordinators (E651 permit holders), formerly SE33. Payroll coordinators will be brought to the Estimated Hours Per Week Change function by clicking on the number of hours.

Pay Rate	The hourly, monthly or piecemeal salary amount. This is an interactive field for payroll coordinators (E651 permit holders). Payroll will be brought to the Pay Rate Change function by clicking on the pay rate.
Total Amount Paid	The total gross amount a student has earned for a particular job (to date) during the selected semester. This is not an interactive field.
Termination Date	The date the job was terminated. This is not an interactive field.
Check Destination Mail Code	Displays the department that is currently set up to receive the student's pay check or direct deposit stub. This is an interactive field for payroll coordinators (E651 permit holders). Payroll will be brought to the Check Destination Change function by clicking on the check destination.



Student Employment Office - Windows Internet Explorer

http://www.bu.edu/link/bin/uiscgl_student_employment.pl/uismpl?ModuleName=se_26_info.pl

BU Student Employment Office

Boston University Business Link Student Employment logoff

STUDENT EMPLOYEES BY MAIL CODE

**** PLEASE ENTER MAIL CODE, YEAR AND SEMESTER ****

Mail Cd: Semester: Year:

Done

Internet 100%

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Student Employment Office - Windows Internet Explorer

http://www.bu.edu/link/bin/uiscgl_student_employment.pl/uismpl

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STUDENT EMPLOYEES BY MAIL CODE

**** 6 RECORDS SELECTED ****

Mail Cd: Semester: Year:

<u>Student Id</u>	<u>Student Name</u>	<u>Job Number</u>	<u>Job Type</u>	<u>Estimated Hrs per Week</u>	<u>Pay Rate</u>	<u>Total Amount Paid</u>	<u>Termination Date</u>	<u>Check Dest Mail Cd</u>
		003689	H	10	7.80	323.70		FSC00
		017361	H	10	10.00	190.00		FSC00
		A10200	H	9	8.60	137.60		FSC00
		003689	H	10	7.50	63.75		FSC00
		008897	H	10	7.80	351.00		FSC00
		C43300	H	8	15.00	135.00		FSC00

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Student Employment Office - Windows Internet Explorer

BU http://www.bu.edu/link/bin/uiscgi_student_employment.pl/uiscgi?ModuleName=se_stud_info.pl&StudId=U25687002&Stuc

Back to Student Employment Office (Alt+Left)

Boston University Business Link Student Employment logoff

STUDENT EMPLOYEE INFORMATION

Student ID: U [REDACTED] Student Name: [REDACTED]

Semester: FALL Year: 07

I-9 Mail Code: EXP01 Date I9 Completed: 03/19/07 Check Destination Mail Code: FSC00
 Visa Type: F1 Work Expiration Date: 09/25/09 Entry Date: 08/21/05
 Employment Date: 03/07/07 Employee Status:
 Status Change Date: 03/07/07 Patent Mail Code: Notes:
 Last Check Date: 10/05/07 Last ID/Name/Address Change Date: 03/29/07 Reversal Date:
 Termination Reason:

Semester Earnings-To-Date: FWS: 0.00 Departmental: 137.60
 Program Earnings-To-Date: FWS: 0.00 Departmental: 137.60

Job Number	Rate	Total Pay	Unit/Dept	Object	Source	Mail	Start Date	End Date	Term Date
A10200	8.60	137.60	018015	0908		FSC00	09/07/07	05/18/08	

TAX DATA

Method:	Federal Tax	State Tax
Marital Status:	4	0
Allowances:	S	S
Amount:	1	0
Non Resident Indicator:	0.00	0.00
	NRA	

Student Employment Office - Windows Internet Explorer

BU http://www.bu.edu/link/bin/uiscgi_student_employment.pl/uiscgi?ModuleName=se_33_info.pl&StudId=U25687002&StudN

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JOB INFORMATION AND EARNINGS HISTORY

Name: Ogg, Sarah Louise ID Number: U25687002
 Sem/Yr: FALL 07 Department Mail Code: FSC00
 Department: [REDACTED] Supervisor: [REDACTED]
 Job Number: A10200 Job Type: SE
 Start Date: 2007/09/07 End Date: 2008/05/18
 Grade Level: 1 Job Code: 102 Job Title: Office Assistant
 Pay Rate: \$ 8.60 Pay Type: Hourly Estimated HRS/Week: 9.00
 Merit Increase: \$.10 Merit Date: 2007/09/24
 Off Cycle Increase: \$ 1.00 Off Cycle Date: 2007/09/24
 Last Rate Change Date:

DISTRIBUTION

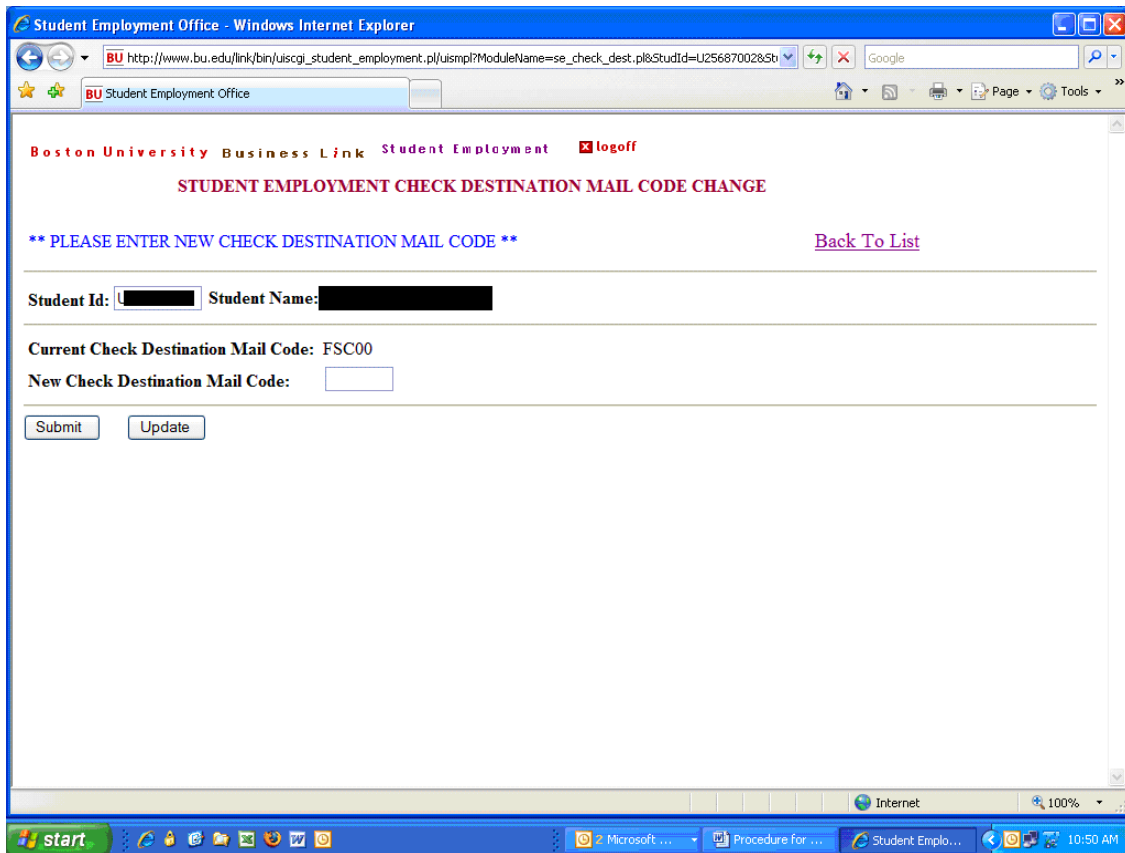
Entry Date	Unit	Department	Object	Source
2007/09/24	018	015	0908	

TERMINATION

Termination Date: Reason Code:
 Date Entered: Entered By:

WORK STUDY INFORMATION

Award: \$ 0.00 Earn to Date: \$ 0.00 Balance: \$ 0.00
 Award Warning: 0
 Supervisor Name: Gallagher, Mary Supervisor Phone: (617)353-2135
 Agency Number: Off Campus Time Sheet Date:



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