

Procedures for using the Add/Change Supervisor for Departmental Jobs

The *Add/Change Supervisor for Departmental Jobs* function has been created to allow departments to maintain supervisor information for those hourly paid students charged to departmental budgets. This function allows up to five supervisors to be identified for each student job, one primary and four back up supervisors. Once identified, supervisor information can be confirmed by clicking on the job number of a specific student's job through the *Student Employees by Mail Code* function.

Those employees identified as supervisors through the Add/Change function will be authorized to view and approve the student's time sheets through the STEP (Student Time Entry Project) system.

Only those supervisors with the Student Employment permit E650 (new hire/rehire) will have the ability to update supervisor information through the Add/Change function. To request this permit, contact your departmental Data Security Administrator (DSA).

The process for adding/changing a supervisor through this function is listed below:

1. Log on to the Business Link.
2. Select Student Employment from the Business Link menu.
3. Select *Add/Change Supervisor for Departmental Job* from the Student Employment menu.
4. Enter the mail code, semester, and year of the student(s) whose supervisor you would like to add/change. If you have access to multiple unit codes, you will want to enter the appropriate unit in the Unit field. Otherwise you may leave it blank.
5. A list of hourly paid students for the Mail Code identified will appear.
6. Select the student(s)' whose information you wish to update by checking the boxes to the left of the screen.
7. Using the Select Supervisor drop down menus, assign the appropriate primary and secondary supervisors. NOTE: All jobs must have a primary supervisor. Secondary supervisors are optional.
8. Update information once supervisors have been identified, being sure that student jobs to be updated have been checked off.
9. Verify that the supervisor information has been updated by clicking on the student's job number which will bring you to the Job and Earnings History screen where you will be able to view all supervisor information.

NOTE: If you wish to add a supervisor who is not appearing on your staff list, send an email to the Student Payroll Office (stupayro@bu.edu) with the unit and department codes the student(s) are being charged to and the Boston University ID number of the employee you wish to assign as supervisor.

Student Employment Office - Windows Internet Explorer

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

Boston University Business Link logoff

Student Employment

HIRING PROCESS FUNCTIONS:

- [New Hire/Rehire](#)
- [Review/Delete Prior To Approval](#)
- [Approve To Hire](#)

GENERAL FUNCTIONS:

- [Student Employees by Mail Code](#)
- [Student Employee Information](#)

STUDENT PAYROLL FUNCTIONS:

TIME ENTRY

- [Supervisor Weekly Time Entry \(SE50, SE51\)](#)

TIME ENTRY (STEP) NEW!

- [Supervisor Approval of Student\(s\)Time Entry](#)
- [PC Approval/Change of Student\(s\)Time Entry](#)

STUDENT JOB SERVICE FUNCTIONS:

- [Post SE Job](#)
- [Remove/Repost SE Job](#)

JOB MAINTENANCE FUNCTIONS:

- [Add/Change Supervisor\(s\) For Departmental Jobs](#)
- [Change Supervisor\(s\) For Work-Study Jobs](#)
- [Check Destination Change](#)
- [Distribution Change](#)
- [Estimated Hours Per Week Change](#)
- [Pay Rate Change](#)
- [Terminations](#)

WORK-STUDY JOB FUNCTIONS:

- [Create a New Work-Study Job](#)
- [Maintain Existing Work-Study Jobs \(formerly View/Post\)](#)

http://www.bu.edu/link/bin/uiscgi_student_employment.pl/uismpl?ModuleName=se_superv_info.pl

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http://www.bu.edu/link/bin/uiscgi_student_employment.pl/uismpl?ModuleName=se_superv_info.pl

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ADD/CHANGE SUPERVISOR FOR DEPARTMENTAL JOBS

PLEASE ENTER MAIL-CD

Mail Cd: Semester: Year: (optional) Unit:

Done

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ADD/CHANGE SUPERVISOR FOR DEPARTMENTAL JOBS

5 RECORDS SELECTED.

Mail Cd: SEM01 Semester: FALL Year: 07 (optional) Unit:

Identify supervisor(s) authorized to approve weekly student time entry. Then select individual student(s) to be updated from the list below.
Once selected, click on Update.

(REQUIRED) Primary supervisor
 (optional) 2nd Supervisor
 (optional) 3rd Supervisor
 (optional) 4th Supervisor
 (optional) 5th Supervisor

Select	Student ID	Student Name	Job Number	Primary Supervisor Name
<input type="checkbox"/>	[REDACTED]		B20100	Angela Mitchell
<input type="checkbox"/>		A20200	Angela Mitchell	
<input type="checkbox"/>		B40100	Angela Mitchell	
<input type="checkbox"/>		A30200	Moira Louca	
<input type="checkbox"/>		A40200	Moira Louca	

Done

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Select	Student ID	Student Name	Job Number	Primary Supervisor Name
<input checked="" type="checkbox"/>	[REDACTED]		B20100	Angela Mitchell
<input checked="" type="checkbox"/>		A20200	Angela Mitchell	
<input checked="" type="checkbox"/>		B40100	Angela Mitchell	
<input type="checkbox"/>		A30200	Moira Louca	
<input type="checkbox"/>		A40200	Moira Louca	

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 (optional) 4th Supervisor
 (optional) 5th Supervisor

Select All None	Student ID	Student Name	Job Number	Primary Supervisor Name
<input type="checkbox"/>			B20100	Angela Mitchell
<input type="checkbox"/>			A20200	Angela Mitchell
<input type="checkbox"/>			B40100	Angela Mitchell
<input type="checkbox"/>			A30200	Moira Louca
<input type="checkbox"/>			A40200	Moira Louca

Student Employment Office - Windows Internet Explorer

BU http://www.bu.edu/link/bin/uiscgi_student_employment.pl/uismpl?ModuleName=se_33_info.pl&StudId=U353758638&Num=...

Boston University Business Link Student Employment logoff

JOB INFORMATION AND EARNINGS HISTORY

Name: [REDACTED] ID Number: [REDACTED]
 Sem/Yr: FALL 07 Department Mail Code: SEM01
 Department: Student Employment Office Supervisor: Mitchell, Angela / French, Mary Ann / Gately, Carol
 Job Number: B40100 Job Type: SE
 Start Date: 2007/09/17 End Date: 2008/01/13
 Grade Level: 4 Job Code: 401 Job Title: Accounting Clerk
 Pay Rate: \$ 8.75 Pay Type: Hourly Estimated HRS/Week: 11.00
 Merit Increase: \$ Merit Date:
 Off Cycle Increase: \$ Off Cycle Date:
 Last Rate Change Date:

DISTRIBUTION

Entry Date	Unit	Department	Object	Source
2007/09/21	015	240	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: Mitchell, Angela / French, Mary Ann / Gately, Carol Supervisor Phone: (617)353-3589
 Agency Number: Off Campus Time Sheet Date: