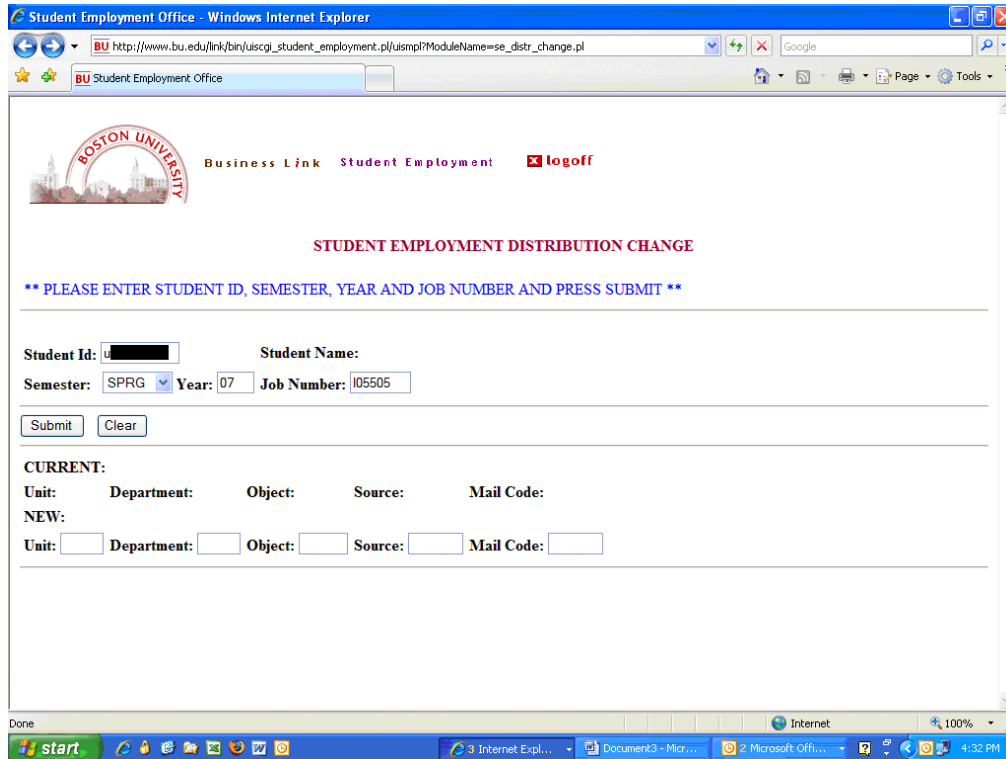


Procedure for Web Distribution Changes

A distribution change should be processed when the budget line for a student's needs to be changed for current or future payments. Distribution changes cannot be made retroactively. Distribution changes cannot be made on terminated jobs. The procedure for changing a distribution is listed below.

1. Log onto the Business Link.
2. Select Student Employment from the Business Link menu.
3. Select Distribution Change from the Student Payroll menu.
4. Enter the student's I.D. Number
5. Enter the current year and semester, and enter the student's job number.
6. Click on submit.



The screenshot shows a web browser window titled "Student Employment Office - Windows Internet Explorer". The address bar displays the URL: http://www.bu.edu/link/bin/uscgi_student_employment.pl/usmpl?ModuleName=se_distr_change.pl. The page header includes the Boston University logo and navigation links for "Business Link", "Student Employment", and "logoff". The main heading is "STUDENT EMPLOYMENT DISTRIBUTION CHANGE". Below this, a message reads: "** PLEASE ENTER STUDENT ID, SEMESTER, YEAR AND JOB NUMBER AND PRESS SUBMIT **". The form contains the following fields:

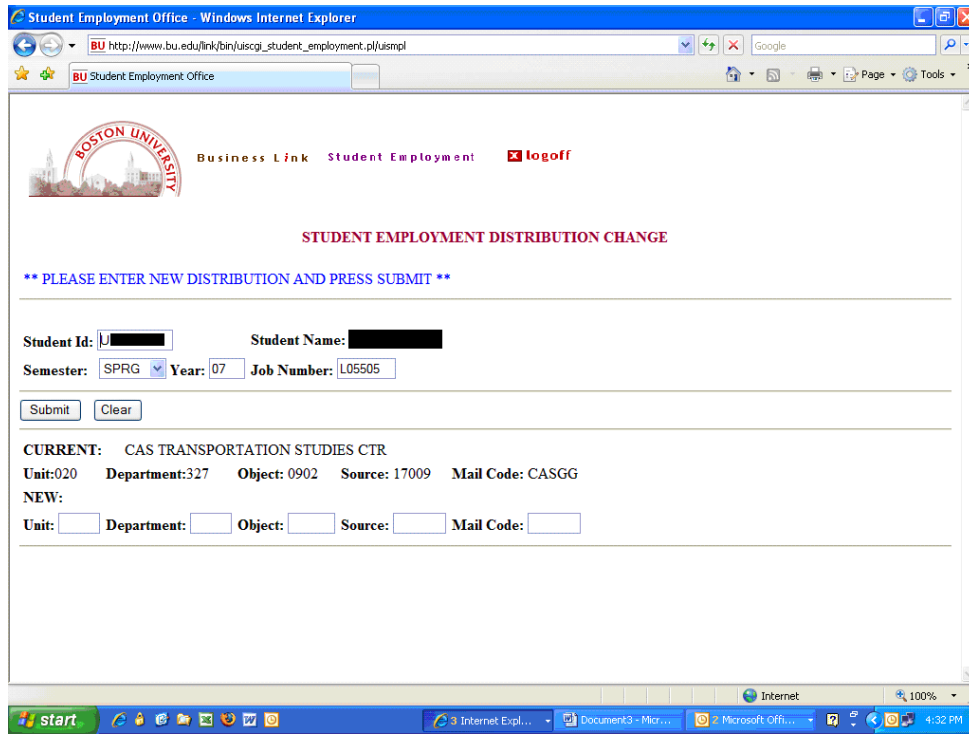
Student Id:	<input type="text" value="u[REDACTED]"/>	Student Name:			
Semester:	<input type="text" value="SPRG"/>	Year:	<input type="text" value="07"/>	Job Number:	<input type="text" value="I05505"/>

Below the form are "Submit" and "Clear" buttons. Underneath, there are sections for "CURRENT:" and "NEW:" information, each with fields for Unit, Department, Object, Source, and Mail Code.

CURRENT:	Unit:	Department:	Object:	Source:	Mail Code:
NEW:	Unit:	Department:	Object:	Source:	Mail Code:

The browser's taskbar at the bottom shows the Windows start button, several open applications (Internet Explorer, Microsoft Office), and the system clock indicating 4:32 PM.

8. The current distribution information for the student will appear.

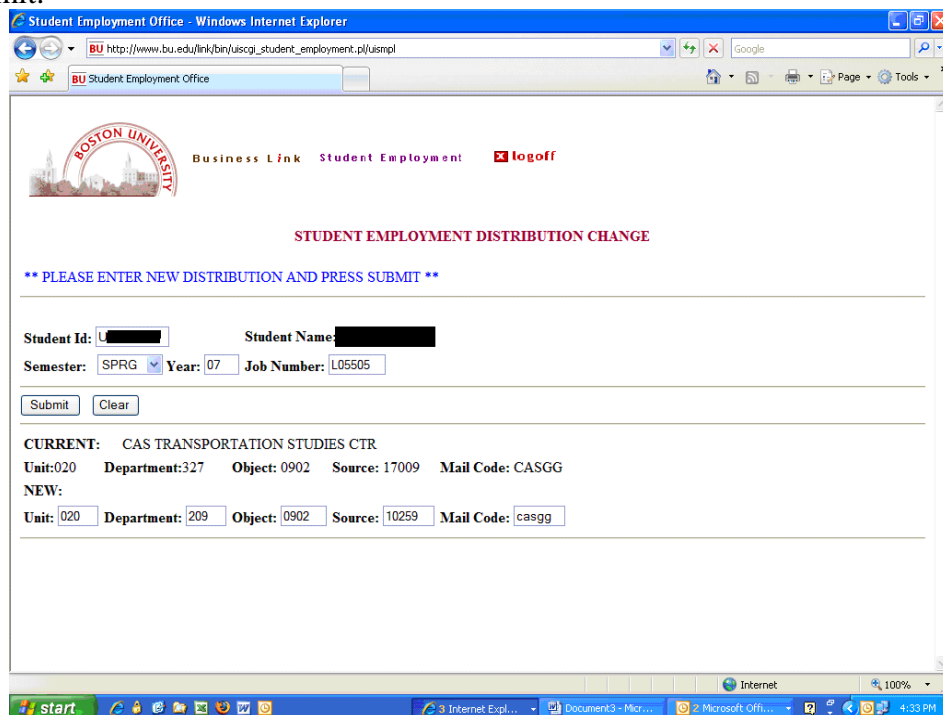


9. Enter the new distribution information in the New fields.

NOTE:

- A. Users may only enter unit/department information for which they have authorization.
- B. For Work-Study jobs users may only change the source code and mail code.
- C. Users may only change the object code on one-time payment jobs which have not paid out yet.

10. Click Submit.



11. Review the information you have keyed for accuracy.

12. Correct any information or click Update.

Student Employment Office - Windows Internet Explorer

BU Student Employment Office

BOSTON UNIVERSITY Business Link Student Employment logoff

STUDENT EMPLOYMENT DISTRIBUTION CHANGE

**** CONFIRM ENTRY IS CORRECT AND CLICK UPDATE ****

Student Id: U [redacted] Student Name: [redacted]

Semester: SPRG Year: 07 Job Number: L05505

Update Clear

CURRENT: CAS TRANSPORTATION STUDIES CTR
Unit:020 Department:327 Object: 0902 Source: 17009 Mail Code: CASGG

NEW: CAS GEOGRAPHY AND ENVIRONMENT
Unit: 020 Department: 209 Object: 0902 Source: 10259 Mail Code: CASGG

13. You should receive a message telling you that the record has been updated. Then you may either enter a new student or exit.

Student Employment Office - Windows Internet Explorer

BU Student Employment Office

BOSTON UNIVERSITY Business Link Student Employment logoff

STUDENT EMPLOYMENT DISTRIBUTION CHANGE

**** DISTRIBUTION WAS UPDATED ****

Student Id: U [redacted] Student Name: [redacted]

Semester: SPRG Year: 07 Job Number: L05505

Submit Clear

CURRENT: CAS GEOGRAPHY AND ENVIRONMENT
Unit:020 Department:209 Object: 0902 Source: 10259 Mail Code: CASGG

NEW:
Unit: [] Department: [] Object: [] Source: [] Mail Code: []

Error Messages:

1. ****WALKER ERROR – INVALID SEGMENT GROUP**** - There is a problem with either the source code or the unit/department code that you entered. You should check your records to determine if the source you entered is valid with the unit/department information you entered. If the information is correct, you should contact Grant and Contract Accounting to resolves the problem.
2. ****WALKER ERROR – INVALID SOURCE CODE**** - The source code you entered is not valid. Check the source and enter the correct information.
3. ****WALKER ERROR – INVALID UNIT/DEPARTMENT VALUE**** - The unit/department information you entered is not valid. Check the unit and department codes and enter the correct information.
4. ****WALKER ERROR – INACTIVE SOURCE VALUE**** - This means that the source code you have entered is not currently active. Contact Grant and Contract Accounting.
5. ****WALKER ERROR – INACTIVE FULL KEY**** - The distribution you entered is not currently active. Contact General Accounting.
6. ****MAIL CODE NOT FOUND ON TIME-SHEET-MAIL-CD FILE**** - The mail code you entered is invalid. Check the mail code reference list for help. Hint: The last two characters of many mail codes are zeros.
7. ****OBJECT CODE 0902 IS ONLY VALID OBJECT CODE FOR MONTHLY JOB**** - The object code you entered is incorrect and you must enter the object code of 0902. Object codes 0939 and 0947 are not valid Student Payroll object codes. To pay a student using these codes contact the University Payroll Office.
8. ****OBJECT CODE 0908 IS ONLY VALID OBJECT CODE FOR HOURLY JOB**** - The object code you entered is incorrect and you must enter the object code of 0908.
9. ****ONLY OBJECT CODE 0908 or 0902 ARE VALID OBJECT CODES**** - The object code you entered for the piecemeal payment is invalid and you need to change it to either 0902 or 0908.
10. ****YOU ARE NOT MAY NOT CHANGE THE UNIT/DEPT CODE ON A WORK-STUDY JOB****
The unit and department information may only be changed by the Work-Study as a change in this information may affect multiple students.
11. ****UNIT/DEPT NOT ASSIGNED TO USER VAL SEC**** You are not authorized to use the unit and department codes you have entered. If this is a distribution you should have access to you should contact your Data Security Administrator to have your access updated to include this distribution.