

## **Procedures for using the Add/Change Supervisor(s) for Work-Study Jobs**

The *Add/Change Supervisor(s) for Work-Study Jobs* function has been created to allow departments to maintain supervisor information for hourly paid work-study students. Work-Study jobs have an assigned supervisor when they are created. This supervisor is considered the **primary supervisor**. You may add up to **four additional supervisors** to be identified for each student's job. 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 a student's supervisor through this 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).

Below please find: The Procedure to Change the Primary Supervisor, and  
The Procedure to Add/Change Additional Supervisors.

### **Procedure to Change Primary Supervisor for Work-Study Jobs:**

1. Log on to the Business Link.
2. Select Student Employment from the Business Link menu.
3. Under Job Maintenance Functions, select *Add/Change Supervisor for Work-Study Jobs*.
4. Enter the mail code, click Submit.
5. Click on the supervisor name.
6. Optional: enter unit (from your distribution), click Update.
7. use drop down box to choose new supervisor, click Update.

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](mailto:stupayro@bu.edu)). Include the unit/department codes and the UID of the supervisor.

8. Immediately the new supervisor will be assigned. **Note**, also you will see a message with the number of students this affected.

### **Procedure to Add/Change Additional Supervisors for Work-Study Jobs:**

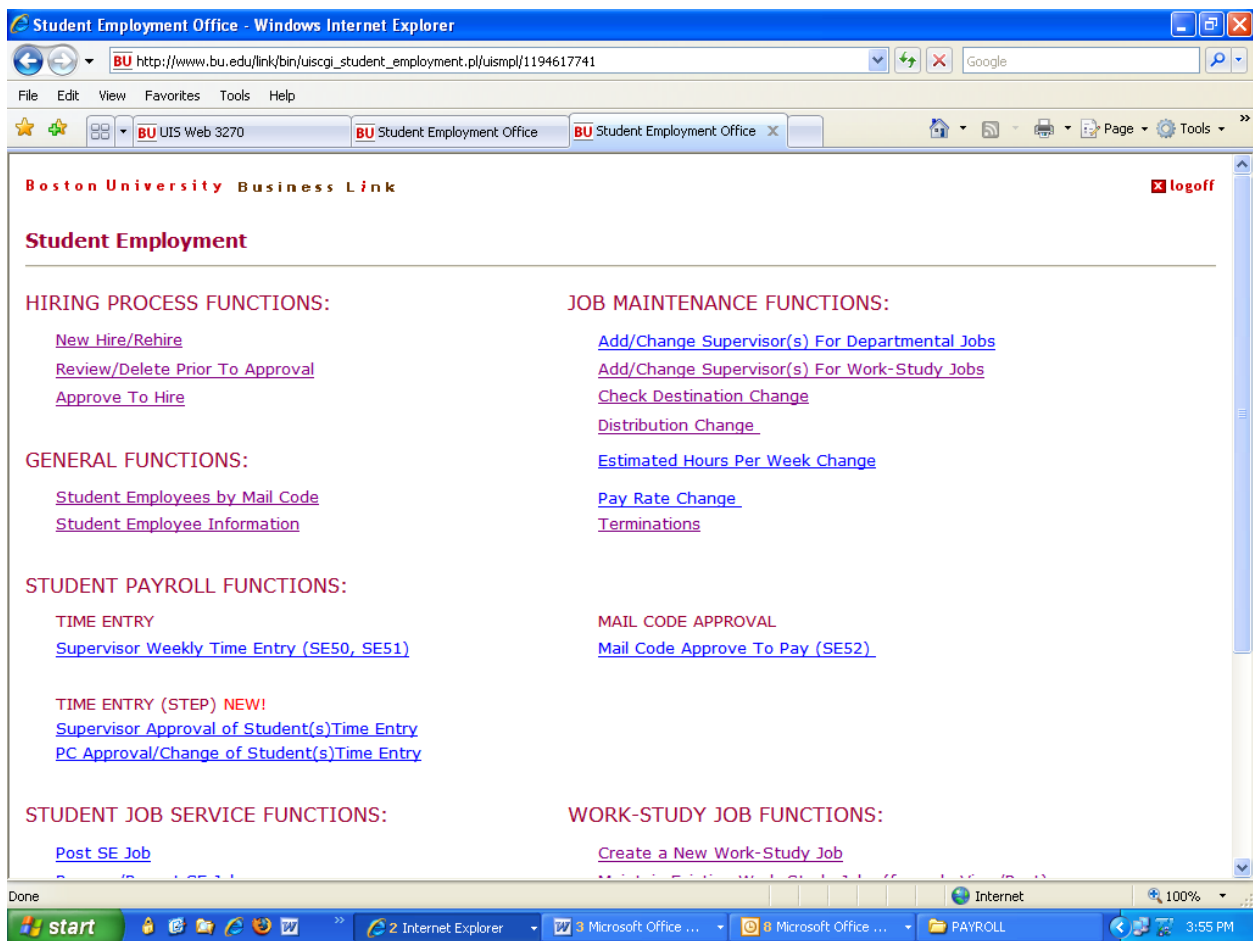
1. Log on to the Business Link.
2. Select Student Employment.
3. Under Job Maintenance Functions, select *Add/Change Supervisor for Work-Study Jobs*.
4. Enter the mail code, click Submit.

5. Click on the job number to see a list of students hired in that job.
6. Check the box in the left column to select the student(s) whose information you wish to update. (To see the current supervisors listed for the student, click on the student's UID.)
7. Using the Select One drop down menus, assign the appropriate supervisors. Click Update.

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](mailto:stupayro@bu.edu)). Include the unit/department codes and the UID of the supervisor.

9. You will see the confirmation "SUPERVISOR ID WAS CHANGED FOR ALL SELECTED STUDENTS."

Screen shots for primary supervisor:



Work-Study Jobs - Windows Internet Explorer

BU http://www.bu.edu/link/bin/uiscgi\_student\_employment.pl/uismpl?applpath=se\_workstu\_job\_list.pl

File Edit View Favorites Tools Help

BU UIS Web 3270 BU Student Employment Office BU Work-Study Jobs

Boston University Business Link Student Employment [logoff](#)

**WORK-STUDY JOBS**

\*\* PLEASE ENTER MAIL CODE TO SEE WORK STUDY JOBS \*\*

Enter Mail Code to see jobs:

Done Internet 100%

start 2 Internet Explorer Document1 - Micros... Microsoft Office ... General 3:41 PM

Work-Study Jobs - Windows Internet Explorer

BU http://www.bu.edu/link/bin/uiscgi\_student\_employment.pl/uismpl

File Edit View Favorites Tools Help

BU UIS Web 3270 BU Student Employment Office BU Work-Study Jobs

Boston University Business Link Student Employment [logoff](#)

**WORK-STUDY JOBS**

\*\* 16 JOBS WERE FOUND FOR THIS MAIL CODE.\*\*

Enter Mail Code to see jobs:

**TO VIEW JOBS:**  
 Select jobs to be viewed by checking the boxes in the first column or  then click

**TO POST/UNPOST JOBS:**  
 To post (or unpost) a job on the Work-Study Job Directory, select the box in the last column, then click

**TO CHANGE SUPERVISOR INFORMATION:**  
 If you need to change a Primary Supervisor for a job, click on Supervisor Name.  
 To add/change additional supervisor(s) click on Job Number to see a list of students hired on the job.

Select to View	Supervisor	Job Title	Job Rate	Job Number	Select to Change Posting Status
<input type="checkbox"/>	<a href="#">Angela Mitchell</a>	Senior Office Assistant	8.75	<a href="#">008813</a>	N <input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Bethany Sheldon</a>	Office Assistant	7.75	<a href="#">000010</a>	N <input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Maira Louca</a>	Office Assistant	7.75	<a href="#">000212</a>	N <input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Angela Mitchell</a>	Payroll Assistant	7.75	<a href="#">001204</a>	N <input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Bethany Sheldon</a>	Senior Office Assistant	8.75	<a href="#">011490</a>	N <input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Bethany Sheldon</a>	Senior Office Assistant	8.75	<a href="#">011772</a>	N <input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Bethany Sheldon</a>	Senior Office Assistant	8.25	<a href="#">014429</a>	N <input type="checkbox"/>

Done Internet 100%

start 2 Internet E... Document1 - ... Document4 - ... Microsoft ... General 3:42 PM

Student Employment Office - Windows Internet Explorer

BU http://www.bu.edu/link/bin/uiscgi\_student\_employment.pl/uismpl?ModuleName=se\_superv\_ws\_cng.pl&JSuperId=U5861525

File Edit View Favorites Tools Help

BU UIS Web 3270 BU Student Employment Office BU Student Employment Office

Boston University Business Link Student Employment [logoff](#)

**CHANGE SUPERVISOR FOR WORK-STUDY JOB**

\*\* PLEASE ENTER A NEW PRIMARY SUPERVISOR \*\* [Back To List](#)

Job Number: 008813 Current Supervisor Name: ANGELA, MITCHELL  
(optional) Unit:  New Supervisor Name:

Done Internet 100%

start 2 Internet Explorer 2 Microsoft Office ... 8 Microsoft Office ... PAYROLL 3:43 PM

Student Employment Office - Windows Internet Explorer

BU http://www.bu.edu/link/bin/uiscgi\_student\_employment.pl/uismpl?ModuleName=se\_superv\_ws\_cng.pl&JSuperId=U5861525

File Edit View Favorites Tools Help

BU UIS Web 3270 BU Student Employment Office Student Employment Office

Boston University Business Link Student Employment [logoff](#)

**CHANGE SUPERVISOR FOR WORK-STUDY JOB**

\*\* PLEASE ENTER A NEW PRIMARY SUPERVISOR \*\* [Back To List](#)

Job Number: 008813 Current Supervisor Name: ANGELA, MITCHELL  
(optional) Unit:  New Supervisor Name:

- Select One
- Select One
- 015 French, Mary Ann
- 015 Gately, Carol
- 015 Louca, Moira
- 015 Mitchell, Angela
- 015 Sheldon, Bethany
- 015 Vongphachanh, Praseuth
- 015 Wojcik, Diane

Waiting for http://www.bu.edu/link/bin/uiscgi\_student\_employment.pl/uismpl... Internet 100%

start 2 Internet Explorer 2 Microsoft Office ... 8 Microsoft Office ... PAYROLL 3:44 PM

Student Employment Office - Windows Internet Explorer

BU http://www.bu.edu/link/bin/uiscgi\_student\_employment.pl/uismpl

File Edit View Favorites Tools Help

BU UIS Web 3270 BU Student Employment Office BU Student Employment Office

Boston University Business Link Student Employment [logoff](#)

**CHANGE SUPERVISOR FOR WORK-STUDY JOB**

\*\* PLEASE ENTER A NEW PRIMARY SUPERVISOR \*\* [Back To List](#)

---

Job Number: 008813 Current Supervisor Name: ANGELA, MITCHELL  
(optional) Unit: 015 New Supervisor Name: 015 Gately, Carol

Error on page. Internet 100%

start 2 Internet Explorer 2 Microsoft Office ... 8 Microsoft Office ... PAYROLL 3:45 PM

Student Employment Office - Windows Internet Explorer

BU http://www.bu.edu/link/bin/uiscgi\_student\_employment.pl/uismpl

File Edit View Favorites Tools Help

BU UIS Web 3270 BU Student Employment Office BU Student Employment Office

Boston University Business Link Student Employment [logoff](#)

**CHANGE SUPERVISOR FOR WORK-STUDY JOB**

\*\* NO STUDENTS HIRED ON THIS JOB 008813 FOR FALL 07 \*\* [Back To List](#)

---

Job Number: 008813 Current Supervisor Name: CAROL, GATELY  
(optional) Unit: 015 New Supervisor Name: Select One

Done Internet 100%

start 2 Internet Explorer 2 Microsoft Office ... 8 Microsoft Office ... PAYROLL 3:45 PM

# Screen shots for additional supervisors:

**Student Employment Office - Windows Internet Explorer**

Address: [http://www.bu.edu/link/bin/uiscgi\\_student\\_employment.pl/uismpl/1194617741](http://www.bu.edu/link/bin/uiscgi_student_employment.pl/uismpl/1194617741)

**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](#)

**JOB MAINTENANCE FUNCTIONS:**

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

**MAIL CODE APPROVAL**

- [Mail Code Approve To Pay \(SE52\)](#)

**WORK-STUDY JOB FUNCTIONS:**

- [Create a New Work-Study Job](#)

**Work-Study Jobs - Windows Internet Explorer**

Address: [http://www.bu.edu/link/bin/uiscgi\\_student\\_employment.pl/uismpl?applpath=se\\_workstu\\_job\\_list.pl](http://www.bu.edu/link/bin/uiscgi_student_employment.pl/uismpl?applpath=se_workstu_job_list.pl)

**Boston University Business Link Student Employment** logoff

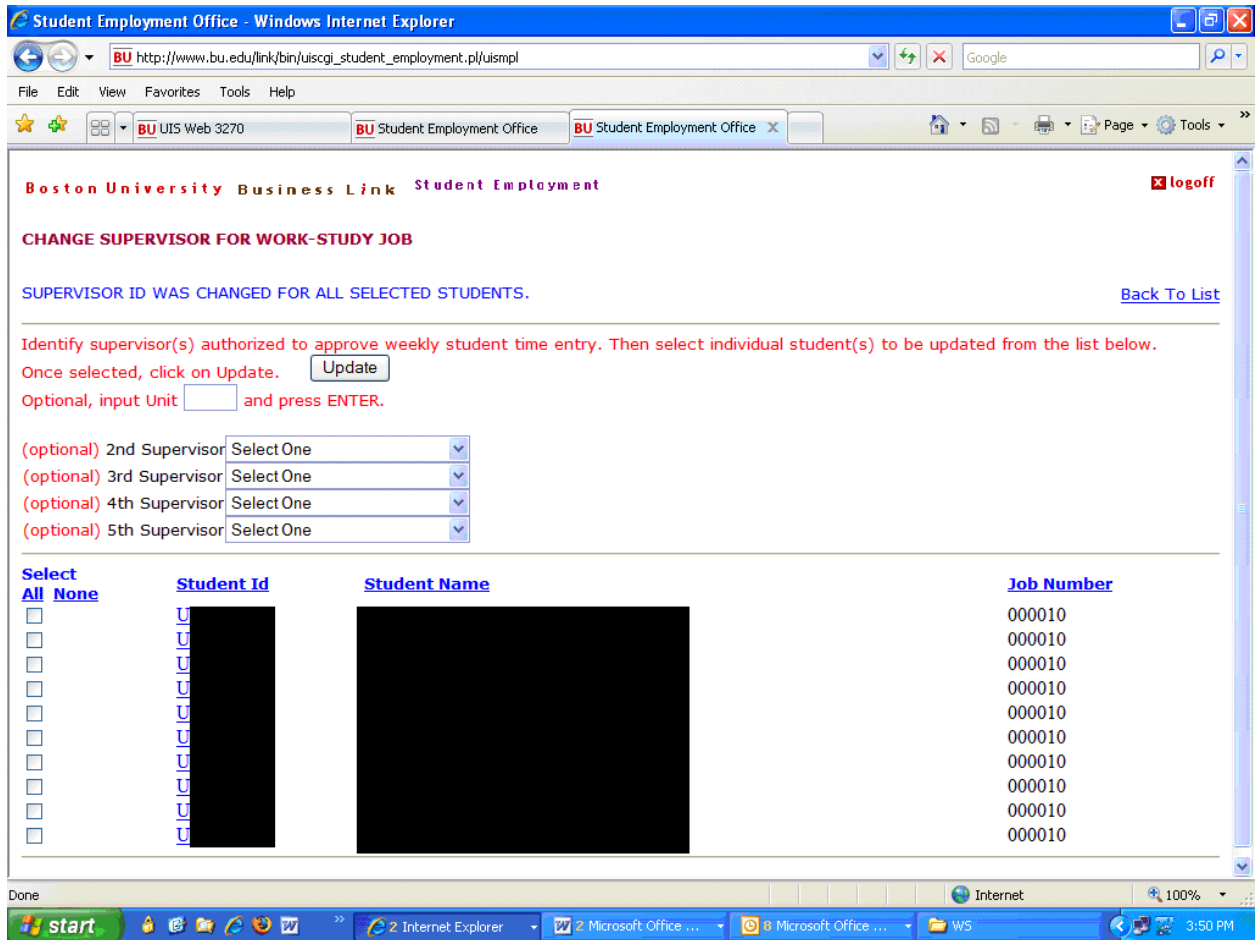
## WORK-STUDY JOBS

**\*\* PLEASE ENTER MAIL CODE TO SEE WORK STUDY JOBS \*\***

Enter Mail Code to see jobs:







L:\SEO\SEOGN\SEOPROC\PAYROLL\Procedures for AddChange Supervisors for Work Study Jobs.doc