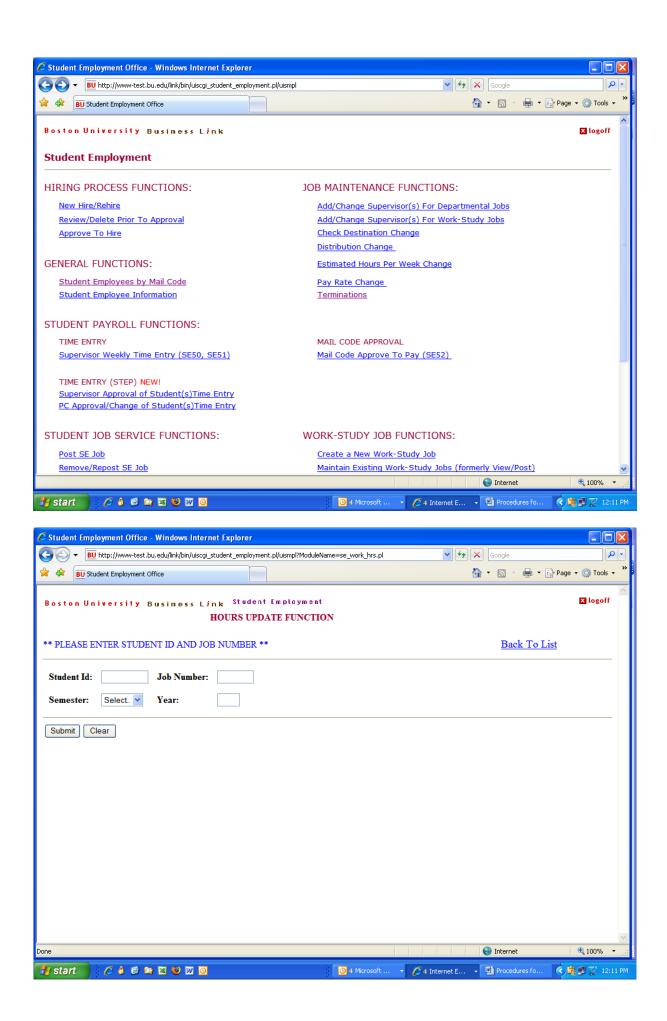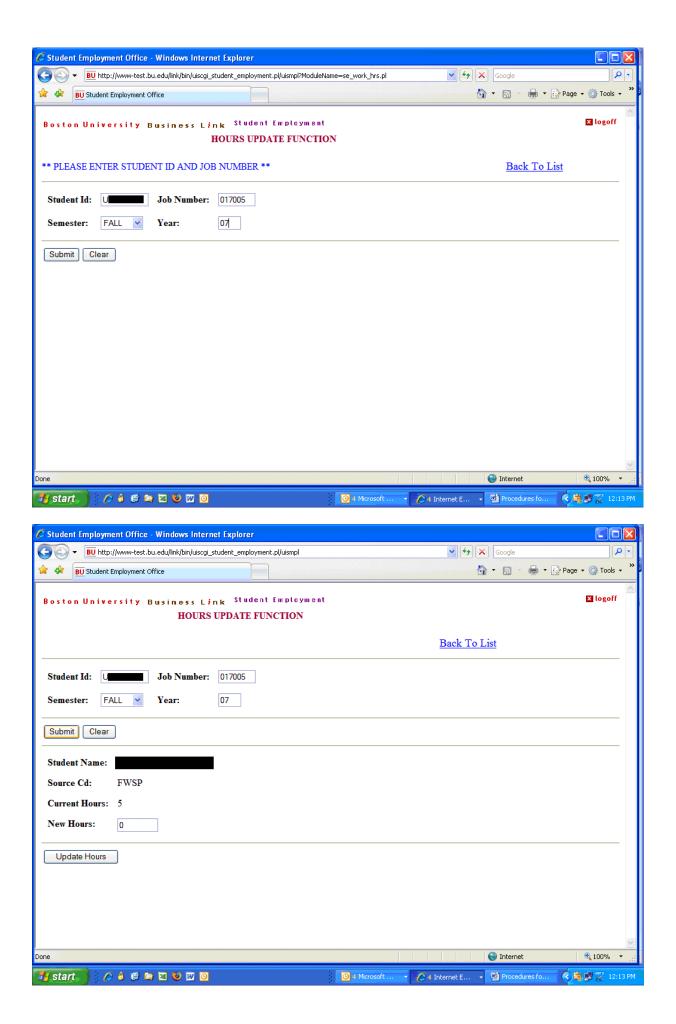## Procedures for Using the Estimated Hours Per Week Change Function
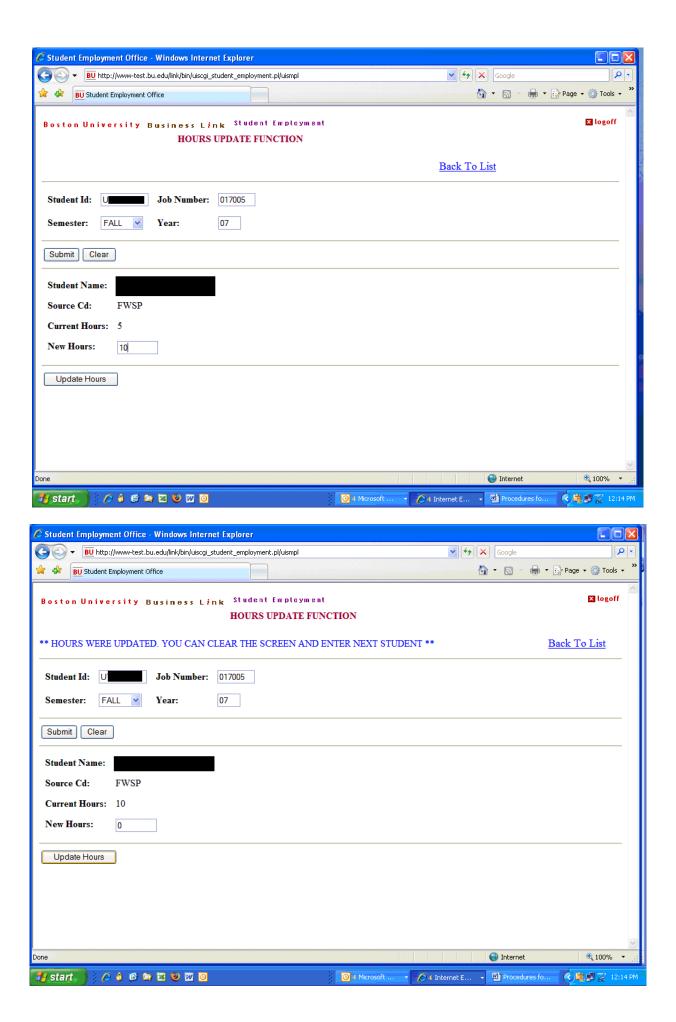
Once you have hired a student, it may be necessary at some time to change the estimated number of hours per week that a student is working. Most often this happens because a student has to reduce the number of hours they are working due to class demands. The purpose of the *Estimated Hours Per Week Change* function is to allow you to make these changes when appropriate. The estimated number of hours entered should be as accurate an estimation of hours worked per week as possible. This function **will not** change a student's time sheet in any way.
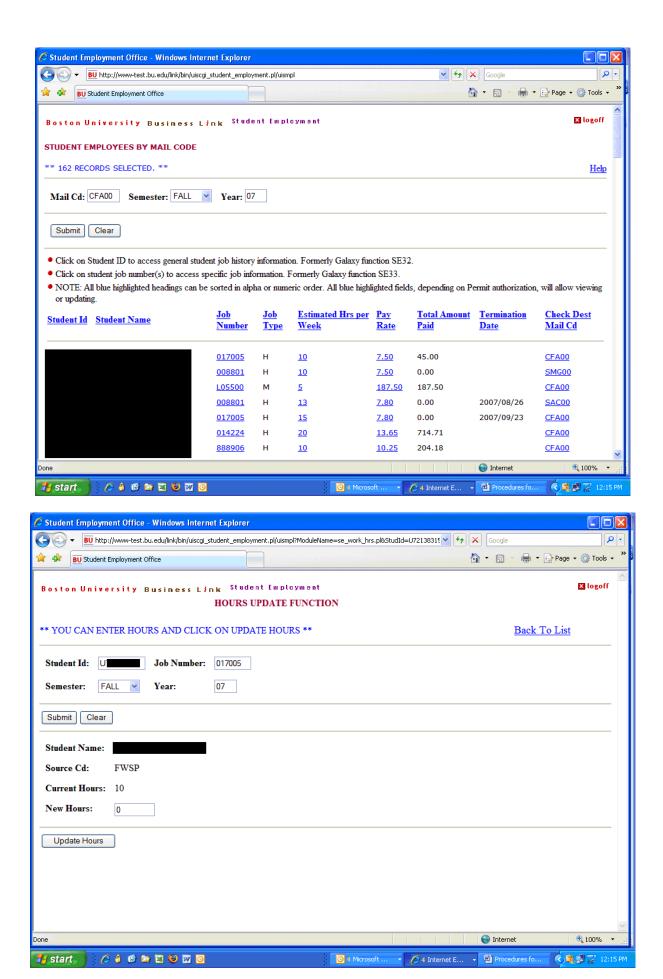
When making a change to a student's estimated hours, it is important to remember that international, law and work-study students are limited to working only 20 hours per week while classes are in session. It is also important to remember that when you are changing the hours on a monthly or piecemeal job, hours must be in keeping with minimum wage standards. The formula to follow is: the rate, divided by the number of weeks, divided by the number of hours, equals the hourly rate. (**Valid** – $1000.00 divided by 20 hours per week divided by 4.33 weeks equals $11.55 per hour. **Invalid** - $500.00 divided by 20 hours per week divided by 4.33 weeks equals $5.77 per hour.)

1. Log onto the Business Link.

2. Select Student Employment from the Business Link menu.

3. Select *Estimated Hours Per Week Change* from the Job Maintenance Functions.
   (You may also access the *Estimated Hours Per Week Change* option by going to the *Student Employees by Mail Code* function. By selecting the "Est Hours Per Week" for a student from the list of students identified, you will be brought directly to the *Estimated Hours Per Week Change* option for that student/job. Then proceed to step 9 in this procedure.)

4. Enter Student ID number.

5. Enter the job number. (If you do not know the job number, you should consult the *Student Employee Information* or *Student Employees by Mail Code* functions on the web.)

6. Select the semester in which you wish to make the estimated hours change.

7. Enter the last two digits of the year.

8. Click Submit.

9. General information regarding the job will appear, including student's name, Source Cd (Type of Job) and Current Estimated hours. Fill in the updated number of hours in the New Hours field.

10. Double check to be sure you have entered the information correctly. If you wish to make a screen print of your change, this is the time to do it.

11. Press the **Update Hours** button. Once you click update, a message will appear at the top of the screen indicating that the HOURS WERE UPDATED. YOU CAN CLEAR THE SCREEN AND ENTER NEXT STUDENT. The change will now be reflected on the student's record.

12. You can then either enter another student or go back to the *Employees by Mail Code* list. If you have no other activity, you may exit at this point.

13. Once you click update, the record will be updated and the change will be reflected on the *Student Employee Information* screen on the web. (Note: The *Student Employee Information* screen may require you to "Reload Current Page") to reflect the most updated information.)

Screen 1

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

Google

BU Student Employment Office

Page ▾   Tools ▾

Boston University Business Link

logoff

Student Employment

HIRING PROCESS FUNCTIONS:

New Hire/Rehire

Review/Delete Prior To Approval

Approve To Hire

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

GENERAL FUNCTIONS:

Student Employees by Mail Code

Student Employee Information

Pay Rate Change

Terminations

STUDENT PAYROLL FUNCTIONS:

TIME ENTRY

Supervisor Weekly Time Entry (SE50, SE51)

MAIL CODE APPROVAL

Mail Code Approve To Pay (SE52)

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

WORK-STUDY JOB FUNCTIONS:

Create a New Work-Study Job

Maintain Existing Work-Study Jobs (formerly View/Post)

Internet   100%

start   4 Microsoft ...   4 Internet E...   Procedures fo...   12:11 PM

Screen 2

http://www-test.bu.edu/link/bin/uiscgi_student_employment.pl/uismpl?ModuleName=se_work_hrs.pl

Google

BU Student Employment Office

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Boston University Business Link   Student Employment

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HOURS UPDATE FUNCTION

** PLEASE ENTER STUDENT ID AND JOB NUMBER **

Back To List

Student Id: [   ]   **Job Number:** [   ]

Semester: [Select. ▾]   **Year:** [   ]

[Submit]   [Clear]

Done   Internet   100%

start   4 Microsoft ...   4 Internet E...   Procedures fo...   12:11 PM

http://www-test.bu.edu/link/bin/uiscgi_student_employment.pl/uismpl?ModuleName=se_work_hrs.pl

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Student Employment Office

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Boston University Business Link Student Employment

HOURS UPDATE FUNCTION

logoff

** PLEASE ENTER STUDENT ID AND JOB NUMBER **

Back To List

Student Id: U_____ **Job Number:** 017005

Semester: FALL **Year:** 07

Submit Clear

Done Internet 100%

start 4 Microsoft ... 4 Internet E... Procedures fo... 12:13 PM

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

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Page ▼ Tools ▼

Boston University Business Link Student Employment

HOURS UPDATE FUNCTION

logoff

Back To List

Student Id: U_____ **Job Number:** 017005

Semester: FALL **Year:** 07

Submit Clear

Student Name: _____

Source Cd: FWSP

Current Hours: 5

New Hours: 0

Update Hours

Done Internet 100%

start 4 Microsoft ... 4 Internet E... Procedures fo... 12:13 PM

Boston University Business Link Student Employment

X logoff

HOURS UPDATE FUNCTION

Back To List

| Student Id: | U▮▮▮▮ | Job Number: | 017005 |
| Semester: | FALL | Year: | 07 |

Submit Clear

Student Name: ▮▮▮▮▮▮▮

Source Cd: FWSP

Current Hours: 5

New Hours: 10

Update Hours

Done   Internet   100%

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Boston University Business Link Student Employment

X logoff

HOURS UPDATE FUNCTION

** HOURS WERE UPDATED. YOU CAN CLEAR THE SCREEN AND ENTER NEXT STUDENT **   Back To List

| Student Id: | U▮▮▮▮ | Job Number: | 017005 |
| Semester: | FALL | Year: | 07 |

Submit Clear

Student Name: ▮▮▮▮▮▮▮

Source Cd: FWSP

Current Hours: 10

New Hours: 0

Update Hours

Done   Internet   100%

start   4 Microsoft ...   4 Internet E...   Procedures fo...   12:14 PM

Window 1 - Student Employment Office - Windows Internet Explorer

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

Boston University Business Link Student Employment

STUDENT EMPLOYEES BY MAIL CODE

** 162 RECORDS SELECTED. ** Help

Mail Cd: CFA00   Semester: FALL   Year: 07

[Submit] [Clear]

- Click on Student ID to access general student job history information. Formerly Galaxy function SE32.
- Click on student job number(s) to access specific job information. Formerly Galaxy function SE33.
- NOTE: All blue highlighted headings can be sorted in alpha or numeric order. All blue highlighted fields, depending on Permit authorization, will allow viewing or updating.

Student Id	Student Name	Job Number	Job Type	Estimated Hrs per Week	Pay Rate	Total Amount Paid	Termination Date	Check Dest Mail Cd
		017005	H	10	7.50	45.00		CFA00
		008801	H	10	7.50	0.00		SMG00
		L05500	M	5	187.50	187.50		CFA00
		008801	H	13	7.80	0.00	2007/08/26	SAC00
		017005	H	15	7.80	0.00	2007/09/23	CFA00
		014224	H	20	13.65	714.71		CFA00
		888906	H	10	10.25	204.18		CFA00

Window 2 - Student Employment Office - Windows Internet Explorer

URL: http://www-test.bu.edu/link/bin/uiscgi_student_employment.pl/uismpl?ModuleName=se_work_hrs.pl&StudId=U72138315

Boston University Business Link Student Employment

HOURS UPDATE FUNCTION

** YOU CAN ENTER HOURS AND CLICK ON UPDATE HOURS ** Back To List

Student Id: U_____   Job Number: 017005

Semester: FALL   Year: 07

[Submit] [Clear]

Student Name: _____

Source Cd: FWSP

Current Hours: 10

New Hours: 0

[Update Hours]

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