

PROCEDURE FOR APPROVE/REVIEW/DELETE

The *Approve/Review/Delete* function allows you to view a record prior to approving the record and to approve the record. **NOTE:** Only those people with the E651 permit group will be allowed to approve a record.

From the Student Employment web menu click on the *Approve/Review/Delete* option under the Hiring Process Functions.

Enter your mail code and click the submit button.

The list of students who have had jobs entered in your mail code will appear.

If there is a student whose record you would like to review or approve, click in the box to the left of the student's record. If you would like to view all the students who have been entered for you mail code you may click the "Select All" option.

The first record you selected will appear.

Review the information you input paying close attention to the employment duration, distribution and rate of pay.

You will have three options at this point

1. Delete: Use this option if you find any errors. This will delete the record, to correct the errors, you will have to go the *New Hire/Rehire* function and reenter the hire with the correct information.
2. Approve: Use this option to approve the hire of a student, if the record is accurate. Once you approve a record it will become active.
3. Next: Use this to move onto the next record available for viewing without approving or deleting the record.

After you have done this the message ****ALL MARKED STUDENTS WERE APPROVED. DATA BASE WAS UPDATED**** will appear.

You may then either "Logoff" or return to the Student Employment web menu by clicking on "Student Employment" at the top of the screen.

Once a student's record has been approved, the record will be viewable on the *Student Employees by Unit/Dep or Mail Code* and *Student Employment Information* functions on the Business Link.

Student Employment Office - Windows Internet Explorer

http://www-test.bu.edu/link/bin/jascg_student_employment.pl?ModuleName=se_approve.pl&MailCd=XXXX

File Edit View Favorites Tools Help

Student Employment Office

Boston University Business Link Student Employment **logoff**

STUDENT EMPLOYMENT APPROVE/REVIEW/DELETE

ENTER MAIL CODE TO APPROVE

Enter Mail Code:

Done

start | Internet | 100%

Inbox - Mic... | 269 Reminders | Student Em... | RE: Weekly... | New Proced... | Web New H... | 12:19 PM

Student Employment Office - Windows Internet Explorer

http://www.bu.edu/link/bin/jascg_student_employment.pl

File Edit View Favorites Tools Help

Student Employment Office

Boston University Business Link Student Employment **logoff**

STUDENT EMPLOYMENT APPROVE/REVIEW/DELETE

Enter Mail Code:

Check on a box located to the left of any student new hire/rehire record to approve or review student.
Scroll to bottom and click on Approve or Review/Delete.

Select	Mail Cd	Stud Id	Sem	Year	Stud Name	Job Num	Job Type	Pay Rate	WS Rate	Chg Cd	Unit Dept	Object	Source	Date Hired
<input type="checkbox"/>	CASBI	[REDACTED]	SPRG	11	[REDACTED]	L05510	W	552.94			020202 0902	23455		20110107

Done

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Inbox - Mic... | 269 Reminders | Student Em... | RE: Weekly... | New Proced... | Web New H... | 12:12 PM

Student Employment Office - Windows Internet Explorer
 http://www.bu.edu/brk/br/uscg_student_employment.pl

Boston University Business Link Student Employment Logout

STUDENT EMPLOYMENT APPROVE/REVIEW/DELETE

VERIFY STUDENT DATA, APPROVE, DELETE OR SEE NEXT STUDENT [Back To Approve List](#)

Approve Delete Next->

Student Id: [REDACTED] Semester: SPRG Year: 11 Job Number: L05510
 Student Name: [REDACTED]

SECTION ONE

Hire/Rehire: H Type of Employment: S
 I-9 Mail Code for New Employee: CASBI Entry Date:
 Citizenship: Visa Type: Work Expir Date:
 Start Date End Date
 10 12 27 11 04 24
 yy mm dd yy mm dd

Employment Duration:
 Number of Hours Worked Per Week: 20

SECTION TWO

Unit	Department	Object	Source	Mail Code	Check Destination	Patent Mail Code
020	202	0902	23455	CASBI	CASBI	CASBI

Supervisor Name: NO MSA-QUERY RECORD FOUND
 Pay Status:
 Hourly Rate \$:0.00
 Weekly Salary \$:552.94
 One Time Payment \$:0.00

WS Job Rate Change Code :

FORM W-4

Effective Year of W4: Country:
 Single Married Married Withhold Higher Single Rate
 Marital Status:
 Number Of Allowances You Are Claiming: 000
 Non Resident Indicator:
 Additional Amount You Want Deducted: \$0000.00
 I Claim Exemption From Withholding:

FORM M-4

Number Of Exemptions Claimed: 00
 Additional Withholding Amount: \$0000.00
 Residence State:
 Tax Method:
 Tax Treaty:

Student Employment Office - Windows Internet Explorer
 http://www.bu.edu/brk/br/uscg_student_employment.pl

Boston University Business Link Student Employment Logout

STUDENT EMPLOYMENT APPROVE/REVIEW/DELETE

Enter Mail Code: OCS00

Submit

Check on a box located to the left of any student new hire/rehire record to approve or review student.
 Scroll to bottom and click on Approve or Review/Delete.

Select	Mail Cd	Stud Id	Sem	Year	Stud Name	Job Num	Job Type	Pay Rate	WS Rate Chg Cd	Unit	Dept	Object	Source	Date Hired
<input type="checkbox"/>	OCS00	[REDACTED]	SPRG	11	[REDACTED]	H54900	H	10.80		072599	0908			20101220
<input type="checkbox"/>	OCS00	[REDACTED]	SPRG	11	[REDACTED]	H54900	H	10.85		072599	0908			20101220
<input type="checkbox"/>	OCS00	[REDACTED]	SPRG	11	[REDACTED]	H34900	H	8.95		072599	0908			20101220
<input type="checkbox"/>	OCS00	[REDACTED]	SPRG	11	[REDACTED]	H26500	H	8.25		072599	0908			20101220
<input type="checkbox"/>	OCS00	[REDACTED]	SPRG	11	[REDACTED]	H26500	H	8.25		072599	0908			20101220

Review/Delete Approve

Student Employment Office - Windows Internet Explorer

http://www.bu.edu/link/bin/uscg_student_employment.pl

File Edit View Favorites Tools Help Convert Select

Student Employment Office

Boston University Business Link Student Employment logoff

STUDENT EMPLOYMENT APPROVE/REVIEW/DELETE

VERIFY STUDENT DATA, APPROVE, DELETE OR SEE NEXT STUDENT [Back To Approve List](#)

Approve Delete Next->

Student Id: ██████████ Semester: SPRG Year: 11 Job Number: H54900
 Student Name: ██████████

SECTION ONE

Hire/Rehire: H Type of Employment: S
 I-9 Mail Code for New Employee: OCS00 Entry Date:
 Citizenship: Visa Type: Work Expir Date:
 Start Date End Date
 11 01 17 11 05 22
 yy mm dd yy mm dd

Employment Duration:
 Number of Hours Worked Per Week: 20

SECTION TWO

Unit Department Object Source	Mail Code	Check Destination	Patent Mail Code
072 599 0908	OCS00	OCS00	

Supervisor Name: Hall, Jolaine
 Pay Status:
 Hourly Rate \$:10.80
 Weekly Salary \$:0.00
 One Time Payment \$:0.00

WS Job Rate Change Code :

FORM W-4

Effective Year of W4:
 Martial Status:
 Number Of Allowances You Are Claiming:
 Non Resident Indicator:
 Additional Amount You Want Deducted:
 I Claim Exemption From Withholding:

Country:
 Single Married Married Withhold Higher Single Rate
 000
 \$0000.00

FORM M-4

Number Of Exemptions Claimed:
 Additional Withholding Amount:
 Residence State:
 Tax Method:
 Tax Treaty:

00
 \$0000.00

Done

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start | Inbo... | 269 Reminders | Student Em... | RE: Weekly... | New Proceed... | Web New H... | 12:13 PM

Student Employment Office - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Student Employment Office

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

STUDENT EMPLOYMENT APPROVE/REVIEW/DELETE

ALL MARKED STUDENTS WERE APPROVED. DATA BASE WAS UPDATED

Enter Mail Code:

Done

start

Inbox - Mic... 269 Reminders Student Em... RE: Weekly... New Proced... Web New Hi... 12:18 PM