How to Input Hours
1. Go to the Student Link

http://www.bu.edu/studentlink
2. Click on the work tab
3. Click on Employee Time Entry
4. Enter your BUID and Kerberos Password
5. Click on your job title

- If you have more than one job listed, be sure to choose the correct job for the hours you wish to enter.
6. Enter in the number of hours you worked using the drop down menus

- Be sure to include any break time
- You must take a break after 6 consecutive hours of work – it’s the law.
7. Click Calculate Hours
If you will need to return later to enter more hours...
8. Click Save

- A pop-up will appear notifying you that your hours are being saved but not submitted and you will still be able to update them. Click OK to save your hours.
Once you have finished entering hours for the week...
9. Double check that your hours are correct and click the checkbox to certify your hours.
10. Click Submit to Supervisor

- A pop-up will appear letting you know that you won’t be able to edit your hours once it is submitted. Click OK.
You’re Done!

Once you’ve submitted your hours you will be returned to the main Employee Time Entry page. You should see the total number of hours you entered as well as the date they were submitted. If you don’t see this, your hours were not submitted properly and you should go back and re-submit them.