The Student Sick Time report has been developed to assist departmental payroll coordinators in determining if a student employee is eligible to use sick time in compliance with the Massachusetts earned sick time law. The Student Sick Time report is available to payroll coordinators via the UIS Electronic Report View (also referred to as Thin Client) on the Business Link. In order to access this report the departmental payroll coordinator should have his/her Data Security Administrator (DSA) request the EOSU permit including “Access to SE Earned Sick Time Report” as the reason. Additionally, the payroll coordinator should send an email to seo@bu.edu with Access to SE Earned Sick Time Report in the subject line. The body of the email should include the payroll coordinator’s Galaxy userid (i.e. CASXXX) to request access to the report.

The earned sick time report identifies the number of hours a student has worked, the total number of sick hours accrued and the total available for use. Students not appearing on the report are not eligible to use any sick time.

1. Log on to the Business Link.

2. Choose UIS Electronic Report Viewer (EOS Thin Client) option.
3. Click on EOS.

4. The list of reports you have access to will appear.

5. Look for the latest version of the SICKTME report in your report menu.
6. Click on the report name. If Security Warning box appears, click Continue or Yes. Then in next dialogue box, click in the Accept the Risk box, then click on Run.

7. The Report will then appear. You can use the arrows appearing on the right hand scroll bar to navigate throughout the report.

8. To search for a specific student, just click on the magnifying glass along the top of the report. In the “Text to find” box, enter the UID or Name of the student you are searching for and then click on OK. (Always check to be sure Start is at 1 and Range is 0 in the “Search direction” box.) Or, you can scroll down the report using the scroll bar.
9. Once the student is located on the report, the following information is available: Name, BU ID, Total Hours Worked, Sick Hours Earned and Sick Hours Available.