

# **Supervisor Instructions: Approving Student Time Sheets**

## **Mechanical Engineering**

1. Go to the Faculty Link or Faculty/Staff Link
2. Log in
3. In the upper right-hand corner of the screen, click "Other Resources"
4. Under "Other Resources," click "Student Employee Time Approval"
5. Check the box next to the student employee's name
6. Click "View/Approve"
7. If the hours are correct, click "Approve." If they are not, please contact the payroll coordinator with the corrected hours.

Students have until 11:59pm on Sunday to complete their time sheets for that week, and supervisors need to approve them by Monday at 5pm.

**Student Employment's strict payroll deadline is every Tuesday at 12pm.**

### **Timely submission of Student Payroll is Critical!**

Late time sheets will cause students to be placed in a higher tax bracket, and more taxes will be withheld from the delayed paycheck.

If students need to fill out a late time sheet, please have them come to the MechE Front Office to pick up a paper time sheet form or direct them to the MechE Student Payroll page.

To find the form on the MechE website, they must:

1. Go to the MechE Student Payroll page (<http://www.bu.edu/eng/departments/me/general-resources-students/student-payroll-information/>)
2. Scroll down to the headline "Forgot to Submit Your Time Sheet?"
3. Click on the "Please fill out a paper time sheet" hyperlink to open the PDF document
4. Fill out the paper time sheet
5. Make sure their supervisor signs it
6. Turn it in to the MechE Front Office for submission.