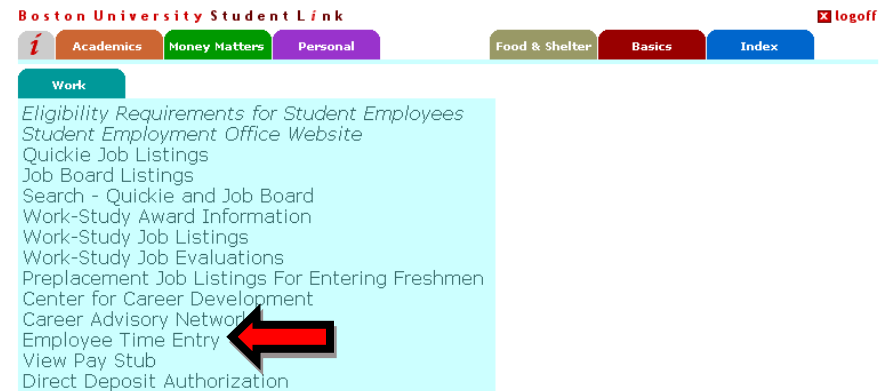# STEP Instructions
(STEP = Student Time Entry Process)

BU Law STEP Deadline: Thursday at midnight. If you are working Friday, Saturday, or Sunday, please project your hours for those days.
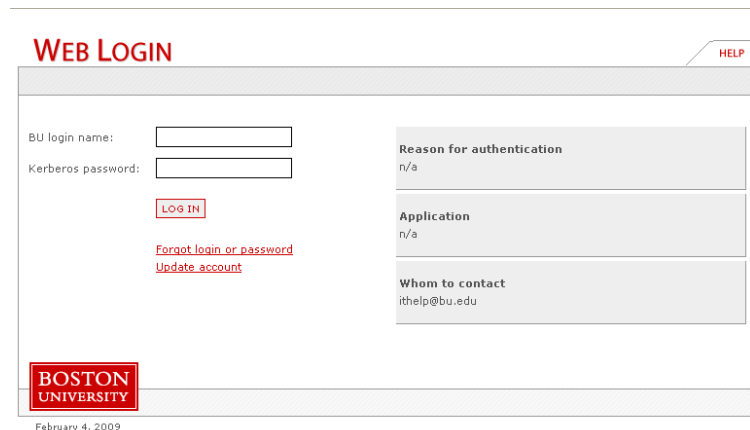
Step 1: Go to http://www.bu.edu/studentlink

Step 2: Click on the Work tab.

Step 3: Click on Employee Time Entry.

Step 4: Log in with your BU login name and Kerberos password.
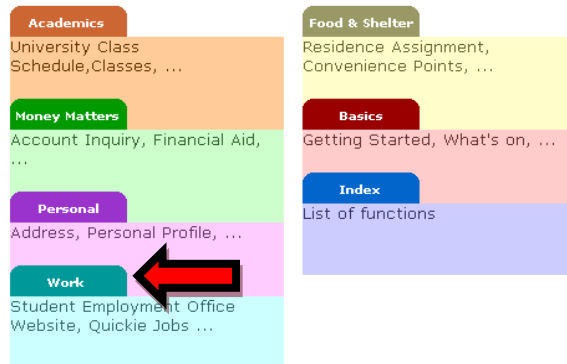
Step 5: Click on your job title on the top half of the screen, under Current Week.

Step 6: Enter the hours you worked using the drop down tabs, accounting for any breaks you took. When you are done entering hours, click Calculate Hours.

Step 7: You have 3 options:
- A) **Change:** this brings you back to the previous screen, where you can reselect your hours.
- B) **Save:** this holds onto your hours and <u>does not</u> submit them, so that you can record additional hours or make changes later in the week.
- C) **Submit To Supervisor:** this sends your hours to your supervisor for approval. To send your hours, you must check the box that says, "I certify that this is an accurate record of the hours I have worked" before selecting this option. Important: Once you click Submit To Supervisor, you can no longer edit your hours for the week.