

Procedure for Accessing the Student Sick Time Report

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 (via UIS Legacy System, SE50 function) and be sure to include "Access to SE Earned Sick Time Report" as the reason for the request under the Note Pad section. Instructions on how to connect with the two-factor VPN, which will require DUO, to access the UIS Legacy System is <http://www.bu.edu/tech/services/cccs/remote/vpn/two-factor-vpn/>

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 User ID (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.