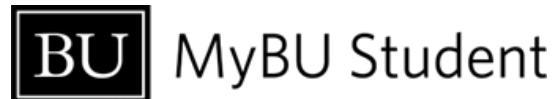


Student Employment Supervisor Roles and Procedures

Financial Assistance & Student Employment



August 2024

Student Employment Security Workflow

Determine Student Employment role required for staff/faculty supervisor



Review access in JobX and/or SAP (previous student supervisors and approvers were converted to the new system)



If adjustments are required, submit a request to your Departmental Security Administrator (DSA)



- **Payroll Coordinator:** the highest level of hiring and approval for student and non-student activities
- **Student Hire Approver:** the highest level of hiring and approval for student activities, does not have permission for staff activities
- **Manager/Supervisor:** manager of students and non-students
- **Student Supervisor:** non-manager who supervises students
- **Student Timekeeper:** only tracks and approves time

Student Employment Roles

Staff Role

		Payroll Coordinator	Student Hire Approver	Manager/ Supervisor	Student Supervisor	Student Timekeeper
Technical role name to request from DSAs		E:HR.UNITDPT_MSS_STASTU_PYC/E:HR.UNITDPT_MSS_FAC_PYC	E.HR.UNITDPT_STU_HIRE_APPROVER	E:HR.UNITDPT_MSS_FAC_MGR/E:HR.UNITDPT_MSS_STASTU_MGR	E.HR.UNITDPT_STU_SUPERVISOR_M	E.HR.STUDENT_TIMEKEEPER_M
Function/Access	In JobX	Post Job	X	X	X	
		Review Applications	X	X	X	
		Hire Requests	X	X	X	
		Approve Hires	X	X		
		Request Edit of Job Information	X	X	X	
		Enter Personnel Actions	X		X	
	In SAP (BUWorks)	Enter & Edit Time on Behalf of Students	X	X	X	X
		Approve Time Rate or Hours Change		X	X	X
		Terminations	X	X	X	
		Release Payments	X	X	X	
		Edit Cost Distributions	X	X		

Student Employment Roles

- If you don't see a role that fits your situation, please reach out to the Student Employment Office at seo@bu.edu.
- After reviewing these roles, if you don't see the information you think you should see in JobX, please reach out to the Student Employment Office at seo@bu.edu.
- Student Employment report capabilities are still pending. Updates will be forthcoming.
- For any role changes or adjustments, [reach out to your Departmental Security Administrator \(DSA\)](#).