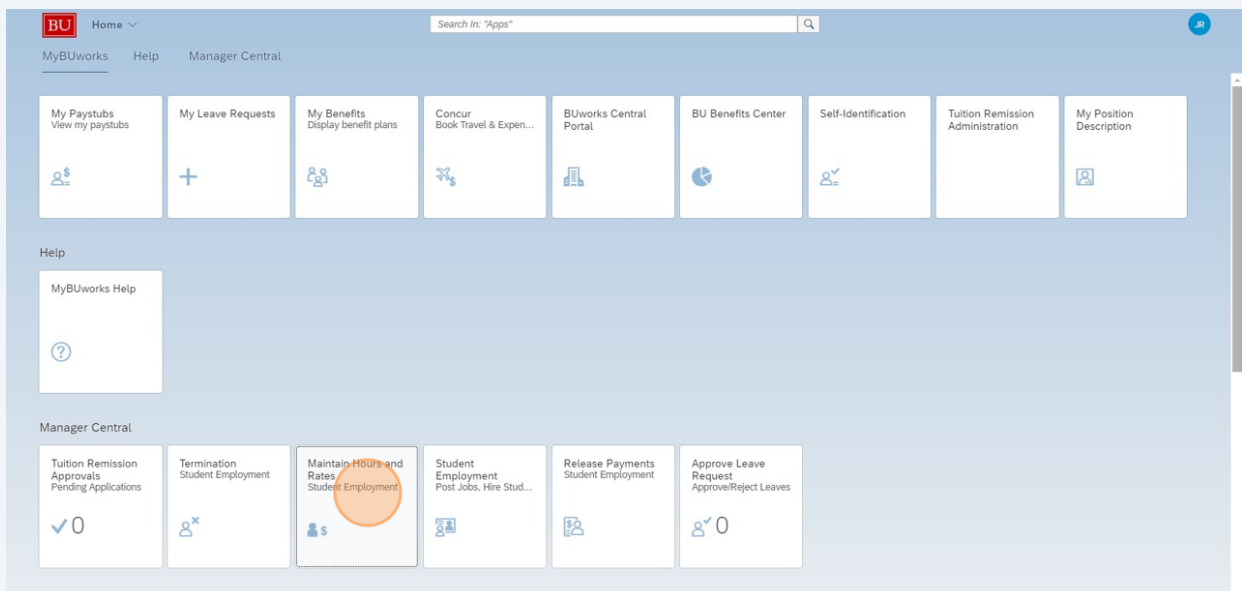


# Work Hour and Pay Rate Maintenance

This guide provides step-by-step instructions on how to maintain work hours and pay rates in the BU Works Fiori App. It covers how to change pay rates and work hours for student employees, including important information about effective dates and limitations on retroactive changes. Viewing this guide will help users effectively manage and update work hour and pay rate information for their employees.

## 1 Navigate to [BU Works Fiori App](#)


## 2 Select Maintain Hours and Rates Tile





### 3 The Pay and Hour management page will display.

Student Employment ▾ Search In: "Apps"

Manage Student Pay

Organization Unit : Financial Assistance 1B 

Student Employees (44)  

BU ID	Student Name	Position Name
TMP_	Ol	Media Assistant
TMP_	Ol	Media Assistant
TMP_	Ol	Media Assistant
TMP_	Ol	Media Assistant
U5793	Tc	Research Assistant
U2009	Al	Office Assistant
U1323	Jli	Office Assistant
U6200	Tr	Office Assistant




#### Alert!

The displayed list of students will default to include all Organization Units the user is assigned to within Boston University

Student Employment ▾ Search In: "Apps"

Manage Student Pay

Organization Unit : All 




Tip!

To narrow your search, follow these steps.

**Step 1:**

Last Day Worked: \* MM/dd/yyyy 

Termination Reason: \* 

Organization Unit: \* ALL  All Organization Units

Open Selection Panel

**Step 2:**

Click "X" to clear field

Organization Unit

ALL  


ALL

All Organization Units

**Step 3:**

Once field is cleared, User may select appropriate Department/ Organization Unit

Organization Unit

Search 

ALL

All Organization Units

10007647

The Center for Mind and Culture

10007646

Museum of Fine Arts

10007645

Hillel House

10004380

Financial Assistance 1B

Cancel

## Changing Pay Rate

#### 4 Select a student.

Note, the student employee profile will expand and default to "rates" tab.

The current pay rate will display for reference.

Input the "New pay rate"

The screenshot shows a web application interface for managing student employees. On the left, a search bar with the placeholder "Sear..." and a magnifying glass icon is positioned above a table titled "Student Name". The table lists two students: "Emily" and "Kashy", each with a right-pointing chevron icon. The "Emily" row is highlighted in blue. To the right of the table, the profile for "Emily" is displayed, including her title "Peer Counselor (50060906)", BUID: U9373, Organization Name: The Center for Mind and Culture, Pernr: 50060906, and Job X Number: SE: 8020. Below this information are two tabs: "RATES" (selected) and "HOURS". The "RATES" tab contains three input fields: "Current pay rate:" with the value "23.00", "New pay rate:" (highlighted with an orange circle), and "Effective Date:" with a date picker showing "mm/dd/yy".

5

Input the "Effective Date" the change must take place.

The screenshot shows a web interface with two tabs: "RATES" and "HOURS". Under the "RATES" tab, there are three input fields: "Current pay rate:" with the value "23.00", "New pay rate:" with the value "24.00", and "Effective Date:" with a placeholder "mm/dd/yy". A calendar dropdown is open for the "Effective Date" field, showing the month of June 2024. The calendar grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The date 2 is highlighted with an orange circle, indicating it is the selected effective date.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
22	26	27	28	29	30	31	1
23	2	3	4	5	6	7	8
24	9	10	11	12	13	14	15
25	16	17	18	19	20	21	22
26	23	24	25	26	27	28	29
27	30	1	2	3	4	5	6



#### Alert!

Users cannot input dates retroactively.

Future dated effective dates will NOT reflect on the page until that date has elapsed.

## 6 Click "Save"

RS

ate:

ate:

ate:

Save

Clear

## 7 Click "Ok" to confirm your entry

Center for Mind and Cult...

Search...

**Student Name**

Emily I >

Kashya >

**Emily**  
Peer Counselor (50060906)

BUID: U9373  
Organization Name: The Center for Mind and Culture

Perm:  
Job X Number: SE: 8020

**RATES** **HOURS**

**Confirmation**

The value you entered will be updated as new pay rate. Do you want to continue with the update?

**OK** Cancel

## Changing Work Hours

## 8 Select a student, then select "Hours" tab under employee profile

Manage Student Pay

Organization Unit :

Employees (2)

Student Name
Emily
Kashyap

**Kashyap**  
Study Hall Monitor (50060910)

BUID: U9815  
Organization Name: The Center for Mind and Culture

Pernr:  
Job X Number: SE: 5876

**RATES** **HOURS**

Current pay rate:

New pay rate:

Effective Date:

## 9 Current Workload hours will display for reference. Input the "New hours"

Study Hall Monitor (50060910)

BUID: U9815  
Organization Name: The Center for Mind and Culture

Pernr:  
Job X Number: SE: 5876

**RATES** **HOURS**

> Workload hours

Current hours:

New hours:

Effective Date:

## 10 Input the "Effective Date" the change must take place.

RATES HOURS

> Workload hours

Current hours: 40.00

New hours: 20

Effective Date: mm/dd/yy

< June 2024 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
22	26	27	28	29	30	31
23	2	3	4	5	6	7
24	9	10	11	12	13	14
25	16	17	18	19	20	21
26	23	24	25	26	27	28
27	30	1	2	3	4	5



### Alert!

Users cannot input dates retroactively.

Future dated effective dates will NOT reflect on the page until that date has elapsed.



## 11 Click "Save"

rs

d hours

hrs: 40.00

hrs: 20

ite: 06/02/2024

Save Clear

## 12 Click "Ok" to confirm your entry

Kashyap  
Study Hall Monitor (50060910)

BUID: U9815  
Organization Name: The Center for Mind and Culture

Perm: i  
Job X Number: SE: 5876

RATES HOURS

Confirmation

value you entered will be updated as new hours. Do you want to continue with the update?

OK Cancel

New hours: 20

Effective Date: 06/02/2024