

Student Employment Supervisor Roles and Procedures

Financial Assistance & Student Employment



August 2024

Student Employment Security Workflow

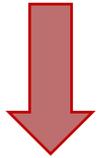
Determine Student Employment role required for staff/faculty supervisor



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	X	
	Review Applications	X	X	X	X		
	Hire Requests	X	X	X	X		
	Approve Hires	X	X				
	Request Edit of Job Information	X	X	X	X		
	Enter Personnel Actions	X		X	X		
	Enter & Edit Time on Behalf of Students	X		X	X	X	
	Approve Time			X	X	X	
	In SAP (BUWorks)	Rate or Hours Change	X	X	X	X	
	Terminations	X	X	X	X		
Release Payments	X	X	X	X			
Edit Cost Distributions	X	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 \(DSA\)](#).