

The Deloitte logo is displayed in a bold, black, sans-serif font. The word "Deloitte" is on the top line, and "Digital" is on the line below it. A small green dot is positioned at the end of the word "Deloitte".

Deloitte.
Digital

28 FEB 2022

The HKBU logo is a circular emblem featuring a book and a lamp, with the text "HONG KONG BAPTIST UNIVERSITY" around the perimeter.

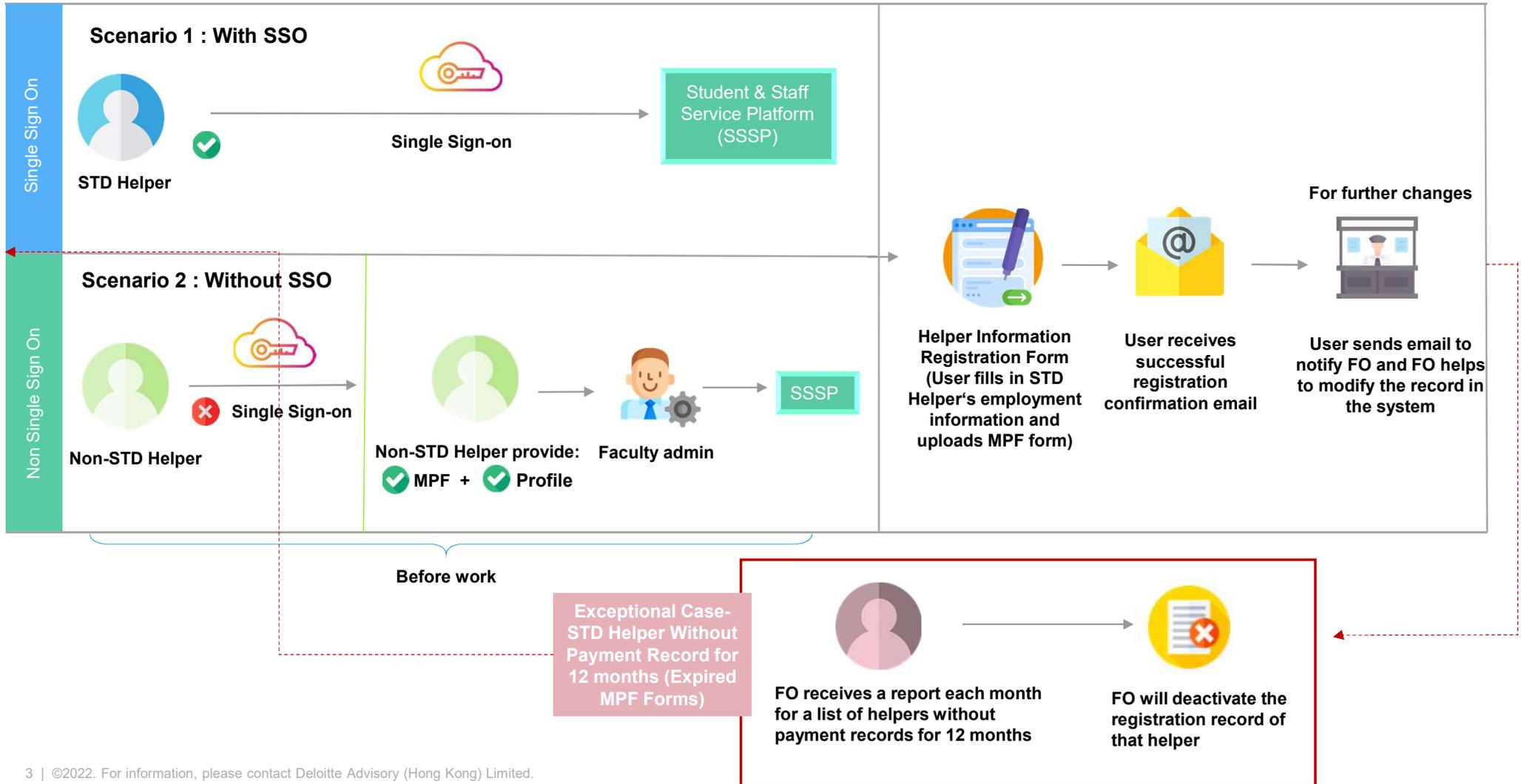
**HKBU – Students and Staff Services
Platform**

FO Forms User Manual – Helper Registration

Student Helper Information Registration Form

Student Helper Information Registration Form Workflow

Target users: all student helpers(to submit the form by themselves), faculty admin staff (to submit the form on behalf of non-student helpers) and FO



Student Helper Information Registration Form

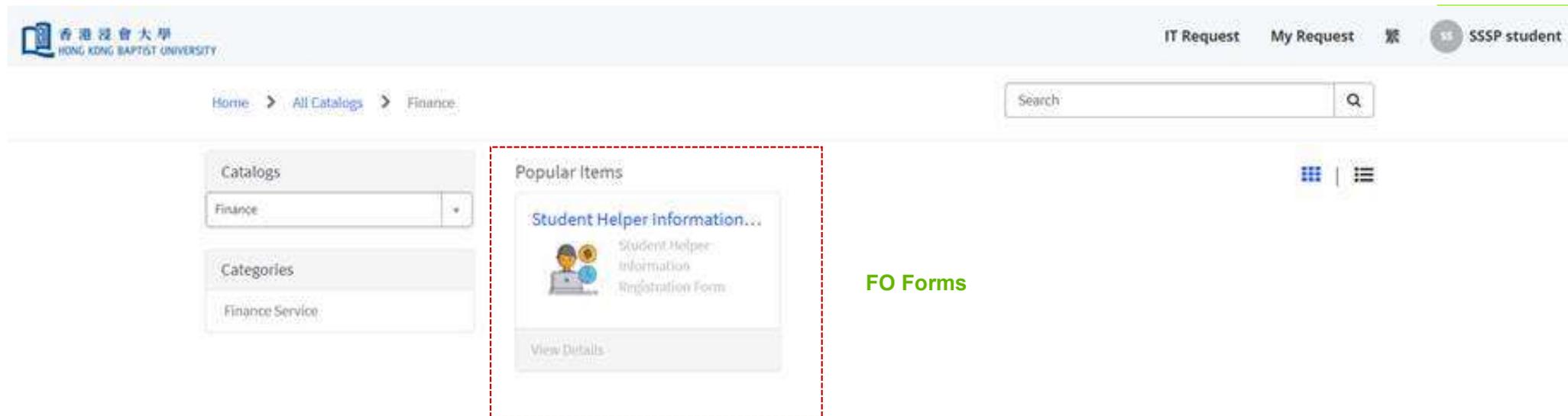
Step 1: Enter the HKBU SSSP website: <https://hkbu.service-now.com/sssp>

Step 2: Select “FO”

The screenshot displays the HKBU SSSP website. At the top left is the HKBU logo and name. On the top right, there is a 'Language Setting' menu with options for 'IT Request', 'My Request', '繁' (Cantonese), and '(Name)'. The main banner features the text 'Welcome, Wu Arisa! How can we help?' and a description of the portal as an 'electronic front door'. Below the banner is a search bar with the placeholder text 'Search for categories' and a 'Search' button. At the bottom, a section titled 'Different Offices' lists four options: HRO (Human Resources Office), ITO (Information Technology Office), FO (Finance Office), and EO (Estates Office). Each option includes an icon and a brief description of the service.

Student Helper Information Registration Form

Step 3: Select the Student Helper Information Registration Form



The screenshot displays the website interface for Hong Kong Baptist University. The top navigation bar includes the university logo and name, along with links for 'IT Request', 'My Request', and a user profile for 'SSSP student'. Below the navigation bar, there is a breadcrumb trail: 'Home > All Catalogs > Finance'. A search bar is located on the right side of the page. The main content area features a 'Catalogs' section with a dropdown menu set to 'Finance', and a 'Categories' section with 'Finance Service' selected. The 'Popular Items' section is highlighted with a red dashed box and contains a card for 'Student Helper Information Registration Form' with a 'View Details' button. To the right of this card, the text 'FO Forms' is written in green. The page also includes a grid and list view toggle in the top right corner.

Student Helper Information Registration Form

Step 4: Input the required information and download the MPF enrollment form, if necessary.

香港浸會大學
HONG KONG BAPTIST UNIVERSITY

IT Request My Request 繁

Home > All Catalogs > Finance > Finance Service > Student Helper Information Registration Form

Search

Student Helper Information Registration Form

Student Helper Information Registration Form

 **(PLEASE READ BEFORE COMPLETION)**
Please complete the MPF enrollment form (Click here to download) before filling in the below information
Attached MPF Enrolment Form for user to download

Submit

Required information

- HKID Family name Other name Birth Date
- Address Email Address Bank Name
- Bank Account Bank Account Holder Name
- HK Mobile Number Sex
- Enclosed HKID Card Copy
- Enclosed bank book/statement copy showing bank a/c no.
- Add MPF Enrollment Form
- I have read and agree to the above terms and conditions.

A. Personal Information

* HKID <input type="text"/> Follow the HKID format, e.g. A123456(1)	STD ID <input type="text"/>
* Family name <input type="text"/> Same as stated in HKID	* Bank Name <input type="text" value="-- None --"/>
* Other name <input type="text"/> Same as stated in HKID	* Bank Account <input type="text"/>
	* Bank Account Holder Name <input type="text"/>

Personal information required

Student Helper Information Registration Form

Same as stated in HKID

* Birth Date

* Address

* Email Address

Non-local
please tick the box if you are a non-local STD helper

* HK Mobile Number
Please enter your 8-digit mobile phone number in Hong Kong without hyphen or brackets, e.g. 91234567

* Sex

B. Submission of MPF Enrollment Form ([Click here to download](#))

* Enclosed HKID Card Copy

* Enclosed bank book/statement copy showing bank a/c no.

* Add MPF Enrollment Form

- Required information
- HKID
 - Family name
 - Other name
 - Birth Date
 - Address
 - Email Address
 - Bank Name
 - Bank Account
 - Bank Account Holder Name
 - HK Mobile Number
 - Sex
 - Enclosed HKID Card Copy
 - Enclosed bank book/statement copy showing bank a/c no.
 - Add MPF Enrollment Form
 - I have read and agree to the above terms and conditions.

Personal information required

User needs to indicate if he/she is a non-local helper

Submission of MPF Enrolment Form

User needs to upload completed MPF form before successful submission

Student Helper Information Registration Form

Step 5: Click the checkbox for declaration and press “Submit” to submit the form.

Home > All Catalogs > Finance > Finance Service > Student Helper Information Registration Form

Search

C. Important Notes

1. If you are submitting the form as a local student helper, please be noted that:

- a) I understand and declare that all information provided is true to the best of my knowledge;
- b) I understand that the payday is on the 15th of each month and it requires processing time to collect all duly completed timesheets from the hiring departments. In case that my wages received do not agree to what I anticipate, I will approach my hiring department to verify the number of hours worked before contacting the Finance Office;
- c) For FAQ on helper payment, please click [here](#) for details.

2. If you are submitting the form as a non-local student helper, please be noted that:

- a) I understand and declare that
 - i) all information provided is true to the best of my knowledge;
 - ii) according to Immigration Ordinance Cap.115, I should not take up part-time on-campus employment for more than 20 hours per week. A breach of the rule will render me liable to prosecution and removal from Hong Kong. Therefore, I declare that I have not worked for more than 20 hours for any particular week, except for the months of June to August.
- b) I understand that the payday is on the 15th of each month and it requires processing time to collect all duly completed timesheets from the hiring departments. In case that my wages received do not agree to what I anticipate, I will approach my hiring department to verify the number of hours worked before contacting the Finance Office;
- c) For FAQ on helper payment, please click [here](#) for details.

3. If you are submitting the form on behalf of a helper as a faculty admin, please be noted that:

I understand and declare that all information provided on behalf of the helper is true to the best of my knowledge;

For details of the University's Privacy Policy Statement and Personal Information Collection Statement, please visit the website at <http://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>.

I have read and agree to the above terms and conditions.

Checkbox
(declaration)

Submit Button

Required information

- HKID Family name Other name Birth Date
- Address Email Address Bank Name
- Bank Account Bank Account Holder Name
- HK Mobile Number Sex
- Enclosed HKID Card Copy
- Enclosed bank book/statement copy showing bank a/c no.
- Add MPF Enrollment Form
- I have read and agree to the above terms and conditions.

Student Helper Information Registration Form

The screenshot shows the registration form interface. A green box highlights a modal message from 'hkbudev.service-now.com' with 'OK' and 'Cancel' buttons. A red box highlights a red reminder message. The form itself is titled 'Student Helper Information Registration Form' and includes a section 'A. Personal Information' with various input fields.

hkbudev.service-now.com says
Before submitting the form, please double check the information input and then press "OK" to confirm the submission.

Reminder message before submission, user won't be able to revise/amend the record in the system after submission

(PLEASE READ BEFORE COMPLETION)
Please complete the MPF enrollment form (Click here to download) before filling in the below information

A. Personal Information

*HKID	MQ614511(1)	STD ID	1211
*Family name	Chan	*Bank Name	007 JPMORGAN CHASE BANK, N.A.
*Other name	Tai Man	*Bank Account	1111111111
*Birth Date	1996-02-15	*Bank Account Holder Name	Chan Tai Man

Student Helper Information Registration Form

Home > All Catalogs > Finance > Finance Service > Student Helper Information Registration Form

Student Helper Information Registration Form

Student Helper Information Registration Form



(PLEASE READ BEFORE COMPLETION)

Please complete the MPF enrollment form (Click here to download) before filling in the below information

A. Personal Information

*HKID

AZ614511(1)

STD ID

121211

*Family name

Chan

*Bank Name

004 | THE HONGKONG AND SHANGHAI BANKING CORPOR

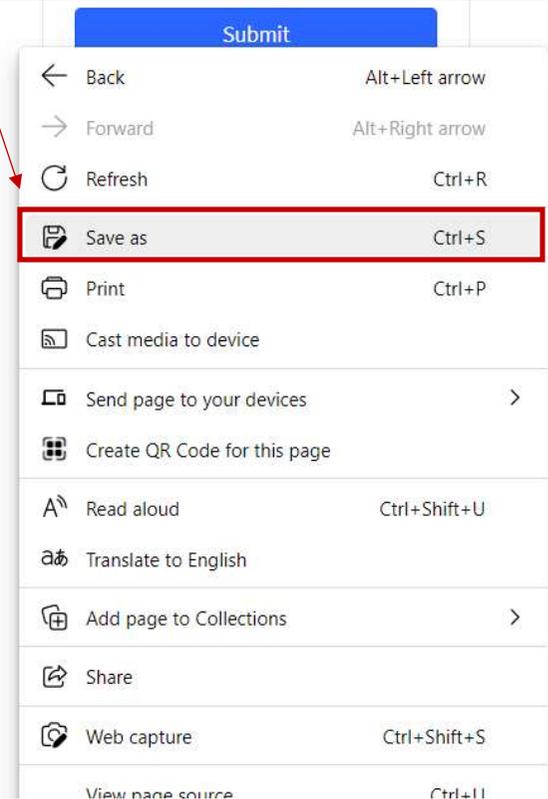
*Other name

Tai Man

*Bank Account

1212121

*** User won't be able to review the submitted record in the system after submission. He/she can right click and save the record for reference before submission.**



Student Helper Information Registration Form

An email confirmation will be sent to the submitter when the registration is successfully submitted.

Case HLP0001205 has been submitted successfully

This is a system generated message

Dear Arisa,

Please note that you have successfully submitted the Student Helper Information Registration Form and the reference number is HLP0001205.

If you wish to make any subsequent changes or you have any queries, please contact the Finance Office (via email only at fopayrollrb@hkbu.edu.hk) and specify your request or question clearly.

Please do not reply to this email as it is sent from an unattended mailbox.

Thank you and have a good day!

Yours faithfully,

HKBU Finance Office (Payroll Team)

Ref:MSG0679890