Deloitte.
Digital
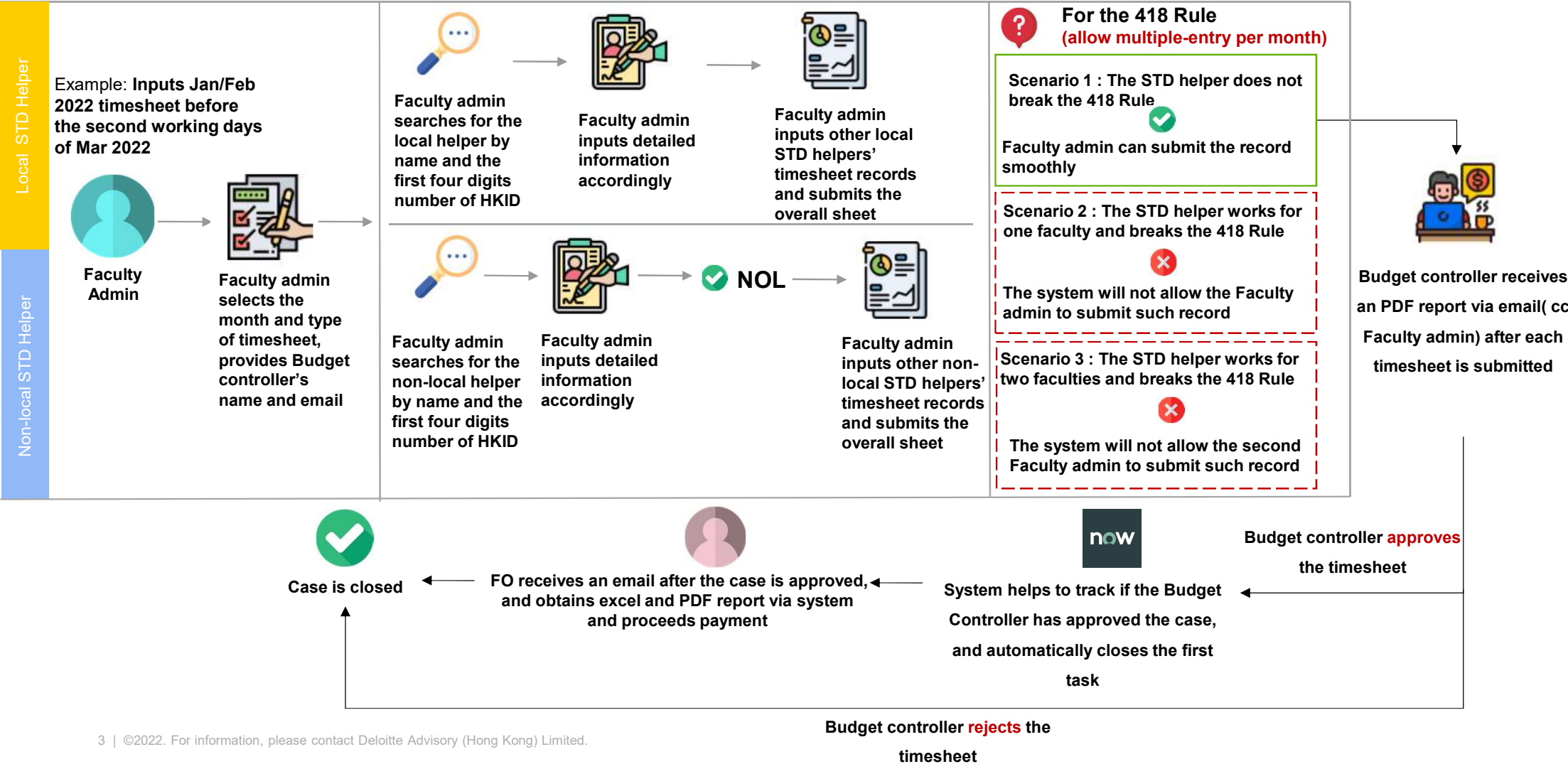
HKBU – Students and Staff Services Platform

FO Forms User Manual – Student Helper Summary Sheet Status Enquiry

Student Helper Summary Sheet Status Enquiry

Student Helper Summary Sheet (local & non-local) Workflow

Target users: faculty admin staff (submit students' timesheets), budget controllers (approve /reject the submission) and FO

Local STD Helper

Example: **Inputs Jan/Feb 2022 timesheet before the second working days of Mar 2022**

Faculty Admin

Faculty admin selects the month and type of timesheet, provides Budget controller's name and email

Faculty admin searches for the local helper by name and the first four digits number of HKID

Faculty admin inputs detailed information accordingly

Faculty admin inputs other local STD helpers' timesheet records and submits the overall sheet

Non-local STD Helper

Faculty admin searches for the non-local helper by name and the first four digits number of HKID

Faculty admin inputs detailed information accordingly

NOL

Faculty admin inputs other non-local STD helpers' timesheet records and submits the overall sheet

For the 418 Rule
(allow multiple-entry per month)

Scenario 1 : The STD helper does not break the 418 Rule

Faculty admin can submit the record smoothly

Scenario 2 : The STD helper works for one faculty and breaks the 418 Rule

The system will not allow the Faculty admin to submit such record

Scenario 3 : The STD helper works for two faculties and breaks the 418 Rule

The system will not allow the second Faculty admin to submit such record

Budget controller receives an PDF report via email(cc Faculty admin) after each timesheet is submitted

Budget controller approves the timesheet

System helps to track if the Budget Controller has approved the case, and automatically closes the first task

FO receives an email after the case is approved, and obtains excel and PDF report via system and proceeds payment

Case is closed

Budget controller rejects the timesheet

Student Helper Summary Sheet Status Enquiry

Step 1: Enter the HKBU SSSP website: https://hkbu.service-now.com/sssp
Step 2: Select "FO"

Student Helper Summary Sheet Status Enquiry

The status of the Summary Sheet can be checked by the given case number while the details of the Summary Sheet will not be able to amend.

Student Helper Summary Sheet Status Enquiry

There are four status:

Pending approval: The Summary Sheet was submitted and pending approval by the Budget Controller.

Under review: The Summary Sheet was approved by Budget Controller and under review by the Finance Office.

Cancelled: The Summary Sheet was rejected by the Budget Controller.

Closed: The Summary Sheet was processed by the Finance Office.

Student Helper Summary Sheet Status Enquiry

Status: <u>Pending Approval</u>
Faculty admin receives an email confirmation when a Summary Sheet is successfully submitted.

Case CS0003010 has been submitted successfully

ITO Online Service (UAT)
Mon 2/7/2022 9:26 PM
To: You; hkbusssp@gmail.com

This is a system generated message

Dear Arisa,

Please note that you have successfully submitted the Student Helper Summary Sheet (local & non_local) and the reference number of your case is CS0003010. The case has been sent to the budget controller for approval. Thank you.

Please do not reply directly to this system-generated email.

Ref:MSG0679896

Reply | Reply all | Forward

Student Helper Summary Sheet Status Enquiry

Status: <u>Under Review</u>
Faculty admin receives an email confirmation notifying that his/her submission is approved.

Your request for Student Helper Summary Sheet (local & non_local) CS0003010 is approved

ITO Online Service (UAT)
Mon 2/7/2022 9:34 PM
To: You; hkbusssp@gmail.com

This is a system generated message

Dear Arisa,

Your request for Student Helper Summary Sheet (local & non_local)CS0003010 is approved and the Finance Office will proceed the payment accordingly. Thank you.

Please do not reply directly to this system-generated email.

Ref:MSG0679897

Student Helper Summary Sheet Status Enquiry

Status: Cancelled
The faculty admin receives an email confirmation notifying that his/her case is rejected and closed.

Your request for Student Helper Summary Sheet (local & non_local) CS0003005 is rejected

ITO Online Service (UAT)
Tue 2/8/2022 9:07 PM
To: You; hkbusssp@gmail.com

This is a system generated message

Dear Yan,

Your request for Student Helper Summary Sheet (local & non_local) CS0003005 is rejected by the budget controller and the case is closed. You may contact the budget controller for more information and submit a new case afterwards. Thank you.

Please do not reply directly to this system-generated email.

Ref:MSG0680435

Student Helper Summary Sheet Status Enquiry

An email notification will be received by the faculty admin when the case has been processed by the Finance Office.

Your Case CS0003010 has been completed

ITO Online Service (UAT)
Tue 2/8/2022 8:55 PM
To: You; hkbusssp@gmail.com

This is a system generated message.

Dear Arisa,

Your request for Student Helper Summary Sheet (local & non_local) is duly received by the Finance Office and case CS0003010 is completed.

Should you have any enquiries, please provide the above case number for assistance by contacting our Finance Office hotline 3411-2299 or via email to fopayrollrb@hkbu.edu.hk.

Please do not reply directly to this system-generated email.

Yours sincerely,
Finance Office

Ref:MSG0680431