



28 FEB 2022



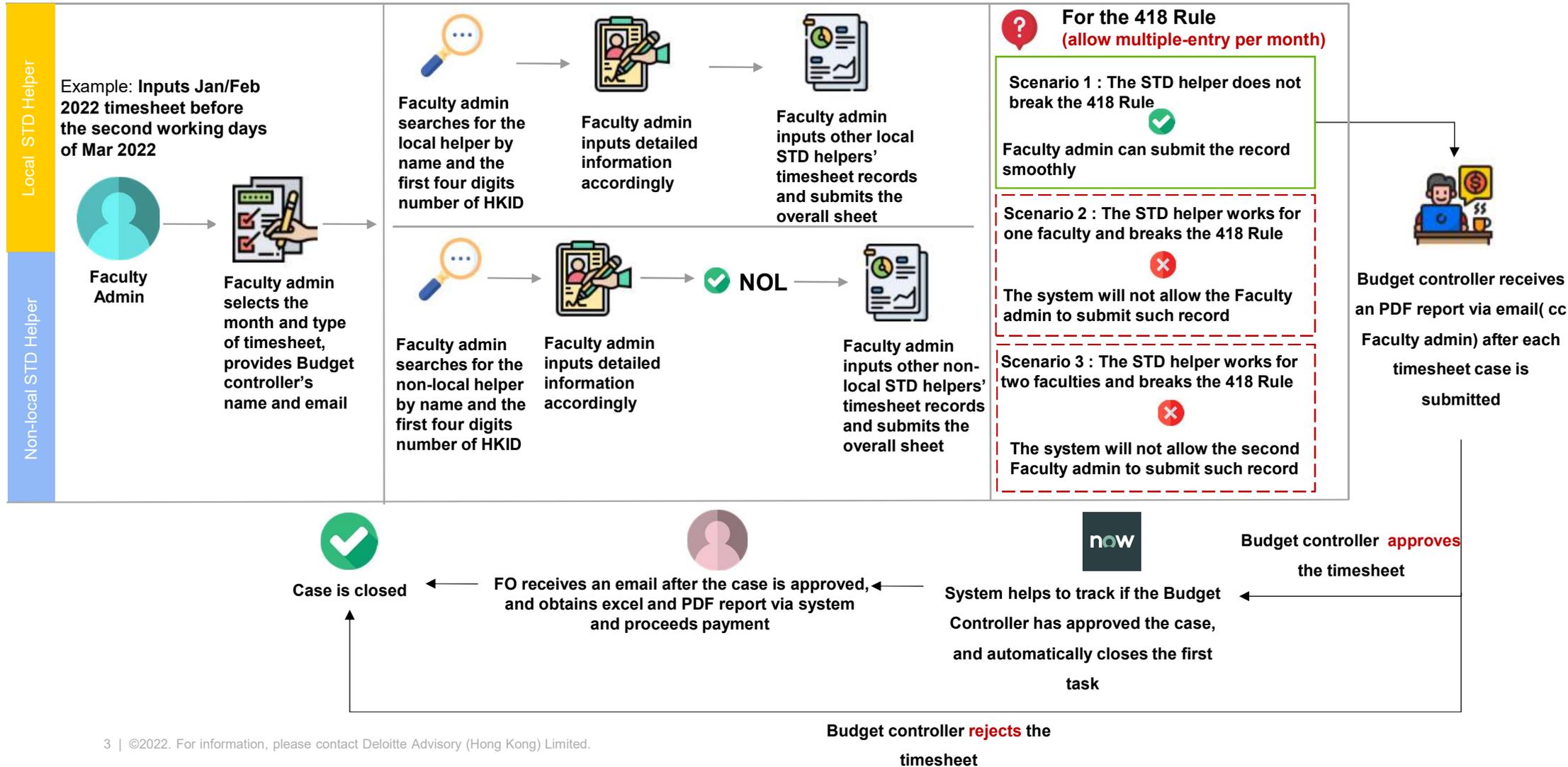
HKBU – Students and Staff Services Platform

FO Forms User Manual – Helper Timesheets Input and Submission

Student Helper Summary Sheet (local & non-local) Input and Submission

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

Target users: faculty admin staff (to submit the timesheet record each month), budget controller(to approve /reject the case) and FO



Student Helper Summary Sheet (local & non-local)

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

Step 2: Select “FO”

The screenshot displays the HKBU SSSP website interface. At the top left is the HKBU logo and name. At the top right, there are links for "Language Setting", "IT Request", "My Request", and a user name "(Name)". The main banner area features a welcome message: "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. A green box highlights the search bar. Below the search bar is a section titled "Different Offices" with four icons and corresponding text: HRO (Human Resources Office), ITO (Information Technology Office), FO (Finance Office), and EO (Estates Office). A green box highlights this entire section.

Student Helper Summary Sheet (local & non-local)

Step 3: Select the Student Helper Summary Sheet

The screenshot displays the website interface for Hong Kong Baptist University. At the top left is the university logo and name in Chinese and English. The top right contains navigation links for 'IT Request', 'My Request', and a user profile for 'SSSP student'. Below the header, a breadcrumb trail shows 'Home > All Catalogs > Finance'. A search bar is located on the right. On the left side, there are filters for 'Catalogs' (set to 'Finance') and 'Categories' (set to 'Finance Service'). The main content area features a 'Popular Items' section with two cards: 'Student Helper Summary S...' (with a clock icon and 'Student Helper Timesheet' text) and 'Student Helper Information...' (with a person icon and 'Student Helper Information Registration Form' text). Both cards have a 'View Details' button. A green box highlights these two cards. To the right of the cards, the text 'FO Forms' is displayed in green. At the bottom right, there are icons for a grid and a list view.

Student Helper Summary Sheet (local & non-local)

Step 4: Input the required information in the Summary Sheet

Home > All Catalogs > Finance > Finance Service > Student Helper Summary Sheet (local & non-local)

Search



Student Helper Summary Sheet (local & non-local)

Student Helper Timesheet



(PLEASE READ BEFORE COMPLETION)

Please complete the HRO approved "Recommendation on Appointment of Part-time Hourly-rated Helpers" form for helper's rate over \$66/hour before completing the below information

A. Basic information

Contact Person

Wu Arisa

* Dept./Office

ITO

* Contact Email

* Budget Controller's Name

The faculty admin needs to provide budget controller's name and email for further approval

I acknowledge the above important notes to budget controllers

* Monthly Hours Confirmation List For(insert Month)

You should fill in the date like this: YYYYMM

Contact Phone Number

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

* Local STD Helper / Non_local STD Helper

-- None --

Budget Controller's Email

Please ensure to enter the Budget Controller's email account in the format of 'xxxxxx@hkbu.edu.hk'

Continue To Add Timesheet

Required information

Monthly Hours Confirmation List For(insert Month)

Contact Email Local STD Helper / Non_local STD Helper

Budget Controller's Name Budget Controller's Email

I acknowledge the above important notes to budget controllers

The second working day of each month is the cut-off day for user to input last month's data, and the user is only allowed to input data for the past two months. For example: Inputs Jan 2022 timesheet before the second working days of Mar 2022

The faculty admin needs to indicate if the timesheet is for local or non-local helper

Student Helper Summary Sheet (local & non-local)

Step 5: Click the checkbox to acknowledge the important notes and press “Continue To Add Timesheet” to input helper working details.

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

* Budget Controller's Name

* Local STD Helper / Non_local STD Helper

Local STD Helper

* Budget Controller's Email

Please ensure to enter the Budget Controller's email account in the format of 'xxxxxx@hku.edu.hk'

Continue To Add Timesheet

Proceed to input the detailed timesheet record

Required information

Monthly Hours Confirmation List For (insert Month)

Contact Email Budget Controller's Name

Budget Controller's Email

I acknowledge the above important notes to budget controllers

B. Important Notes to Budget Controllers:

1. The employer/employee MPF contribution will be charged on cash basis, that is, the contribution charged will be 5% of your total amount reported above for this payment cycle.
2. The budget controller is reminded that there is adequate budget for the payment to be made to student helpers.
3. In accordance with the University's Guideline, the standard hourly pay rate for the part-time helper is \$48-\$66/hour plus 5% MPF contribution. If Departments / Offices wish to engage helpers at an hourly rate higher than the standard pay range, please liaise with the Human Resources Office PRIOR to the engagement by completing the Form "Recommendation on Appointment of Part-time Hourly-rated Helpers". The recommendation with comments from the Human Resources Office should be attached with this Payroll Summary Sheet before the Finance Office can process the payment.
4. As required by law, an employer should pay wages to an employee when they become due and not later than seven (7) days from the end of the wage period, therefore, Budget Controller has the duty to ensure the completeness of the Monthly Payroll Summary Sheet on or before the end of each calendar month to the Finance Office. An employer who fails to pay wages on time is liable to persecution and, upon conviction, to a fine of \$350,000 and to imprisonment for three (3) years. In the light of this, all Departments and Offices are reminded to report wages of their helpers in this summary sheet EACH MONTH /TIMELY to the Finance Office to avoid overdue fine and possible statutory action or legal dispute.
5. According to the Employment Ordinance, an employee who has been employed continuously by the same employer for four weeks or more, with at least 18 hours worked in each week is regarded as being employed under a continuous contract. If an employee is employed under a continuous contract, he/she is entitled to rights such as rest days, annual leave with pay and sickness allowance, etc. It is utmost important for all Departments and Offices to know that the engagement of Student helpers is NOT continuous in nature according to the Ordinance, no student helper should be engaged for more than 18 hours per week for four weeks or more.

* I acknowledge the above important notes to budget controllers

Notes to Budget Controllers (Local Helper)

Student Helper Summary Sheet (local & non-local)

Home > All Catalogs > Finance > Finance Service > Student Helper Summary Sheet (local & non-local)

Search

Non-local STD Helper

*Budget Controller's Email

Please ensure to enter the Budget Controller's email account in the format of 'xxxxxx@hkbu.edu.hk'

B. Important Notes to Budget Controllers:

1. The employer/employee MPF contribution will be charged on cash basis, that is, the contribution charged will be 5% of your total amount reported above for this payment cycle.
2. It is your responsibility to ensure that the above non-local student(s) has(ve) obtained valid "Application for Extension of Stay" with No Objection to Work ("NOL") clause issued by the Immigration Department before you engage him/her for any service.
3. The total hours claimed for each non-local student/week should not exceed 20 hours per week (from Sunday to Saturday), except for the months of June to August.
4. The budget controller is reminded that there is adequate budget for the payment to be made to student helpers.
5. In accordance with the University's Guideline, the standard hourly pay rate for the part-time helper is \$48-\$66/hour plus 5% MPF contribution. If Departments / Offices wish to engage helpers at an hourly rate higher than the standard pay range, please liaise with the Human Resources Office PRIOR to the engagement by completing the Form "Recommendation on Appointment of Part-time Hourly-rated Helpers". The recommendation with comments from the Human Resources Office should be attached with this Payroll Summary Sheet before the Finance Office can process the payment.
6. According to the Employment Ordinance, an employee who has been employed continuously by the same employer for four weeks or more, with at least 18 hours worked in each week is regarded as being employed under a continuous contract. If an employee is employed under a continuous contract, he/she is entitled to rights such as rest days, annual leave with pay and sickness allowance, etc. It is utmost important for all Departments and Offices to know that the engagement of Student helpers is NOT continuous in nature according to the Ordinance, no student helper should be engaged for more than 18 hours per week for four weeks or more.
7. As required by law, an employer should pay wages to an employee when they become due and not later than seven (7) days from the end of the wage period, therefore, Budget Controller has the duty to ensure the completeness of the Monthly Payroll Summary Sheet on or before the end of each calendar month to the Finance Office. An employer who fails to pay wages on time is liable to persecution and, upon conviction, to a fine of \$350,000 and to imprisonment for three (3) years. In the light of this, all Departments and Offices are reminded to report wages of their helpers in this summary sheet EACH MONTH /TIMELY to the Finance Office to avoid overdue fine and possible statutory action or legal dispute.

I acknowledge the above important notes to budget controllers

Continue To Add Timesheet

Required information

Monthly Hours Confirmation List For (insert Month)

Contact Email Budget Controller's Name

Budget Controller's Email

I acknowledge the above important notes to budget controllers

Proceed to input the detailed timesheet record

Notes to Budget Controllers (Non-local Helper)

Student Helper Summary Sheet (local & non-local)

Step 6: Select the name of the helper and input the working hours week by week.

Home > **Student Helper Timesheet Local Details** Student Helper Timesheet - Local

Student Helper Timesheet Local Details

Student Helper Timesheet Local

The number of weeks in particular month will be calculated by the system, user can input "0" in specific week without timesheet record

Monthly Hours

202201

* Name

-- None --

* HKID

STD ID

* Funding Account

* Hours of work in week 1

* Hours of work in week 2

* Hours of work in week 3

* Hours of work in week 4

* Hours of work in week 5

* Hours of work in week 6

Complete Timesheet

Continue To Add Timesheet

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
26 廿三	27 廿四	28 廿五	29 廿六	30 廿七	31 廿八	1
2 三十	3 閏月	4 初二	5 小寒	6 初四	7 初五	8 初六
9 初七	10 初八	11 初九	12 初十	13 十一	14 十二	15 十三
16 十四	17 十五	18 十六	19 十七	20 大寒	21 十九	22 二十
23 廿一	24 廿二	25 廿三	26 廿四	27 廿五	28 廿六	29 廿七
30 廿八	31	1 初二	2 初三	3 初四	4 立春	5 初五

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

Timesheet details

Student Helper Summary Sheet (local & non-local)

Step 7: Input the rate per hour and click the checkbox to ensure correct input. For non-local student helpers, please click the checkbox for No Objection Letter (NOL) .

Total hours of work	* Rate/hour(HKS)
<input type="text"/>	<input type="text"/>
Add 5% MPF Contribution	Total amount
<input type="text"/>	<input type="text"/>
Total Charged to the Department	
<input type="text"/>	

Timesheet details
(when “Rate/hour” is inputted, other figures will be calculated automatically by the system)

* Please double check to ensure you have input the correct helpers' hours and hourly rates.

You **WON'T be able to revise / amend** the timesheet record after submission.

Student Helper Summary Sheet (local & non-local)

Total hours of work	* Rate/hour(HK\$)
<input type="text"/>	<input type="text"/>
Add 5% MPF Contribution	Total amount
<input type="text"/>	<input type="text"/>
Total Charged to the Department	
<input type="text"/>	

Timesheet details
(when “Rate/hour” is inputted, other figures will be calculated automatically by the system)

* Options

NOL Checked

“No Objection Letter” (NOL) checked for non-local student helper

Please double check to ensure you have input the correct helpers' hours and hourly rates.

You **WON'T be able to revise / amend** the timesheet record after submission.

Student Helper Summary Sheet (local & non-local)

Step 8: Select “Continue to Add Timesheet” for adding timesheets for other helpers or select “Complete Timesheet” for submission.

Home > **Student Helper Timesheet Local Details** Student Helper Timesheet - Local Search

Student Helper Timesheet Local Details

Student Helper Timesheet Local

Monthly Hours

202201

* Name

* HKID

STD ID

* Funding Account

* Hours of work in week 1

* Hours of work in week 2

* Hours of work in week 3

* Hours of work in week 4

* Hours of work in week 5

* Hours of work in week 6

**Complete Timesheet/
Continue To Add Timesheet**

Required information

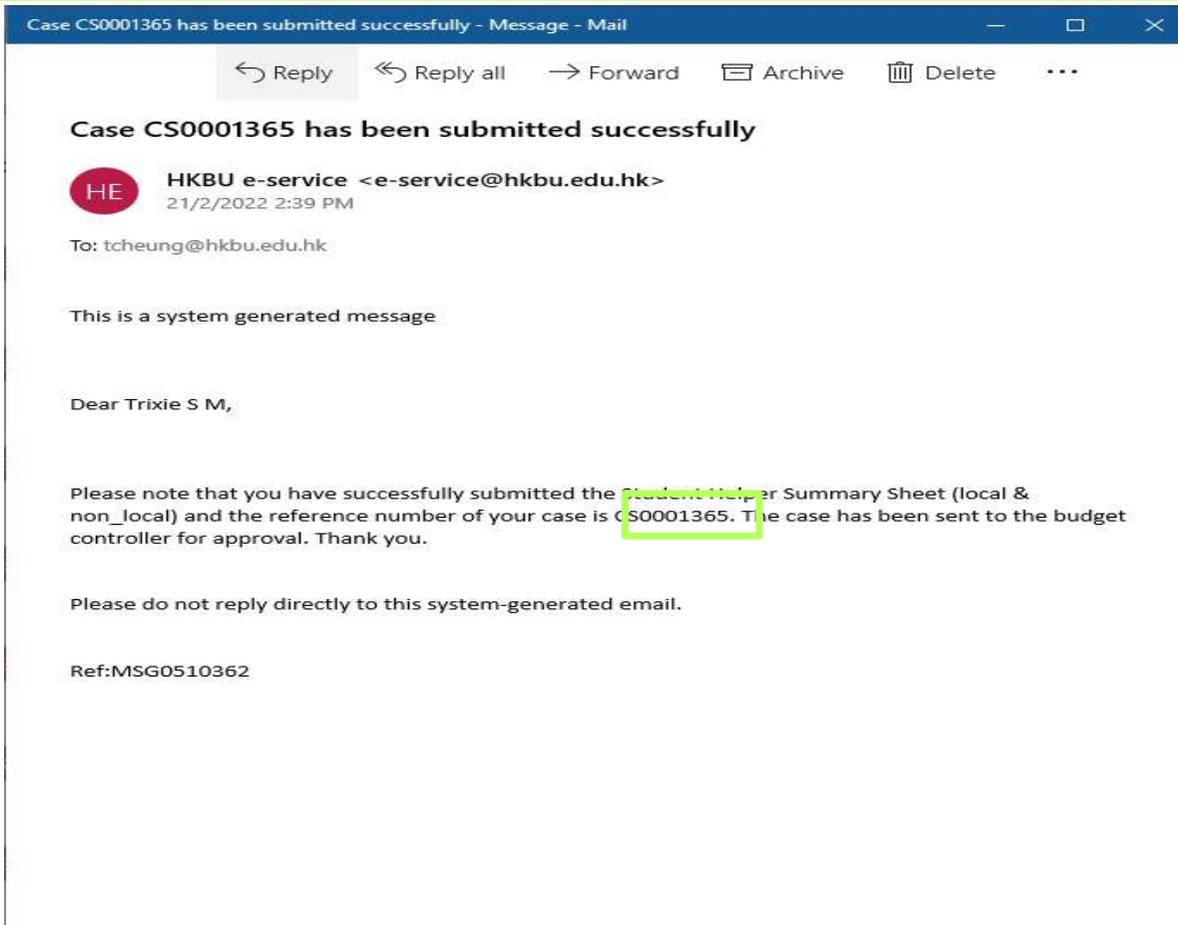
Name	HKID	Funding Account
Hours of work in week 1	Hours of work in week 2	
Hours of work in week 3	Hours of work in week 4	
Hours of work in week 5	Hours of work in week 6	
Rate/hour(HK\$)		

Please double check to ensure you have input the correct helpers' hours and hourly rates.

***No AutoSave Feature For This Form**

Student Helper Summary Sheet (local & non-local)

An email confirmation will be received by the submitter when a Timesheet Summary Sheet is successfully submitted.



Student Helper Summary Sheet (local & non-local)

You may check the status of the Summary Sheet using the Case Number but you may not amend details of the Summary Sheet.

香港浸會大學
HONG KONG BAPTIST UNIVERSITY

IT Request My Request 繁 cts CHEUNG Trixie S M

Welcome, CHEUNG Trixie S M!
How can we help?
HKBU Students and Staff Services Platform is an "electronic front door", consisting of self-service and self-help functions, that enables and empowers the University community to request services, find information, and register and resolve issues.

Search for categories Search

HRO
Submit requests to Human Resources Office

ITO
Submit requests to Information Technology Office

FO
Coming soon

EO
Coming soon

☰ Cases

Request Number	Unique Form Name	State	Updated ▾
CS0001365	Student Helper Summary Sheet (local & non-local)	Pending Approval	2022-02-21 14:27:42
CS0001361	Student Helper Summary Sheet (local & non-local)	Pending Approval	2022-02-21 14:20:47
CS0001358	Student Helper Summary Sheet (local & non-local)	Pending Approval	2022-02-21 14:13:49

3 rows removed by security constraints

Rows 1 - 6 of 6

* Special Case 1 – “Recommendation on Appointment of Part-time Hourly-rated Helpers” Proof

Home > Student Helper Timesheet Non-local Details Search

<p>* Hours of work in week 5</p> <input type="text"/>	<p>* Hours of work in week 6</p> <input type="text"/>
<p>Total hours of work</p> <input type="text"/>	<p>* Rate/hour(HKS)</p> <input type="text" value="79"/>
<p>Add 5% MPF Contribution</p> <input type="text"/>	<p>Total amount</p> <input type="text" value="0"/>
<p>Total Charged to the Department</p> <input type="text"/>	

* Options

NOL Checked

Please double check to ensure you have input the correct helpers' hours and hourly rates.

You **WON'T be able to revise / amend** the timesheet record after submission.

* The submitted hourly pay rate is higher than the standard hourly pay range between \$48-\$66/hour plus 5% MPF contribution. Therefore, you are required to seek special approval from HRO before uploading the approved "Recommendation on Appointment of Part-time Hourly-rated Helpers".

[Required - Upload](#)

[Complete Timesheet](#)

[Continue To Add Timesheet](#)

Required information

Name	HKID	Funding Account
Hours of work in week 1	Hours of work in week 2	
Hours of work in week 3	Hours of work in week 4	
Hours of work in week 5	Hours of work in week 6	

The submitted hourly pay rate is higher than the standard hourly pay range between \$48-\$66/hour plus 5% MPF contribution. Therefore, you are required to seek special approval from HRO before uploading the approved "Recommendation on Appointment of Part-time Hourly-rated Helpers".

[Options](#)

The user needs to upload the “Recommendation on Appointment of Part-time Hourly-rated Helpers” proof if he/she inputs the hourly rate of \$66 or more

*Special Case 2 – Breaking 418 Rules (applicable to both local and non-local cases)

hkudev.service-now.com says

Please be informed that the named Helper has worked in other department/unit and the reported working hours for each week are as below: week 1: 18 hours, week 2: 15 hours , week 3: 10 hours , week 4: 10 hours , week 5: 10 hours, week 6: 20 hours.

You can only submit the remaining hours in order not to breach the 418 Rule under the Employment Ordinance. The 418 Rule states that the employment will be treated as "Continuous Employment" under the Employment Ordinance and the helper will be qualified for additional benefits and protections under the law.

OK

Home > Student Helper Timesheet Non-local De

Monthly Hours

202201

* Name

LI William MD61xxx(x)

STD ID

11111111111111111111111111111111

* Hours of work in week 1

10

* Hours of work in week 2

10

* Hours of work in week 3

10

* Hours of work in week 4

10

* Hours of work in week 5

10

* Hours of work in week 6

10

Total hours of work

60

* Rate/hour(HKS)

56

Add 5% MPF Contribution

168

Total amount

3360

Total Charged to the Department

3528

If a student helper works for two faculties, the system will help to extract submitted timesheet record of the helper. And if the helper breaks the 418 Rule, the system will not allow the second faculty admin to submit such record

*Special Case 2 – Pop-up Message For 418 Rules (applicable to both local and non-local cases)

Form involved	Short description of the scenario	Pop-up message to be shown
Student Helper Timesheet (Non-local/ Local)	When the user inputs working hours of helpers, in which breaks the 418 rule	You are not allowed to input more than 17 hours in week X as the 418 Rule states that the employment will be treated as “Continuous Employment” under the Employment Ordinance and the helper will be qualified for additional benefits and protections under the law.
	The system determines the helper breaks the 418 rule after taking into account the number of hours worked in the database and the current input	<p>Please be informed that the named Helper has worked in other department/unit and the reported working hours for each week are as below: week 1: X hours, week 2: X hours, week 3: X hours, week 4: X hours, week 5: X hours, week 6: X hours.</p> <p>You can only submit the remaining hours in order not to breach the 418 Rule under the Employment Ordinance. The 418 Rule states that the employment will be treated as “Continuous Employment” under the Employment Ordinance and the helper will be qualified for additional benefits and protections under the law.</p>
	418 Rule calculation tips for combined week for two months (a. last week of last month and first week of current month; b. first week of next month and last week of current month)	<p>Please be informed that the named Helper has worked in other department/unit and the reported working hours for each week of last/next month is as below: week 1: X hours, week 2: X hours, week 3: X hours, week 4: X hours, week 5: X hours, week 6: X hours.</p> <p>You can only submit the remaining hours in order not to breach the 418 Rule under the Employment Ordinance. The 418 Rule states that the employment will be treated as “Continuous Employment” under the Employment Ordinance and the helper will be qualified for additional benefits and protections under the law.</p>

*Special Case 3 – Pop-up Message For 20 Hours Per Week Rules (applicable to non-local cases)

The screenshot shows a ServiceNow form titled "Student Helper Timesheet Non-local Det". A pop-up message from "hkbudev.service-now.com" is overlaid on the form. The message text is as follows:

hkbudev.service-now.com says

Please be informed that the named Helper has worked in other department/unit and the reported working hours for each week are as below: week 1: 18 hours, week 2: 15 hours , week 3: 10 hours , week 4: 10 hours , week 5: 10 hours, week 6: 20 hours.

Non-local students are allowed to work part-time on-campus for NOT more than 20 hours per week, except during summer months from 1 June to 31 August each year when there are no restrictions in relation to work hours.

Therefore, you are not allowed to input more than 20 hours of work per week for non-local students during the non-summer months.

The form in the background includes the following fields:

- Monthly Hours: 202201
- Name: Li William MD61xxx(x)
- HKID: MD61xxx(x)
- Funding Account: 11111111111111111111111111111111
- Hours of work in week 1: 15
- Hours of work in week 2: 1
- Hours of work in week 3: 1
- Hours of work in week 4: 1
- Hours of work in week 5: 1
- Hours of work in week 6: 1
- Total hours of work: 20
- Rate/hour(HKS): 56

If a student helper works for two faculties, the system will help to extract submitted timesheet record of the helper. Non-local students are allowed to work part-time on-campus for NOT more than 20 hours per week, except during summer months from 1 June to 31 August each year when there are no restrictions in relation to work hours. The system will not allow the second faculty admin to submit such record

*Special Case 3 – Pop-up Message For 20 Hours Per Week Rules (applicable to non-local cases)

Form involved	Short description of the scenario	Pop-up message to be shown
Student Helper Timesheet (Non-local)	When the user intends to input over 20 hours of work in a single week	<p>According to HK Immigration Regulations, non-local students are allowed to work part-time on-campus for NOT more than 20 hours per week, except during summer months from 1 June to 31 August each year when there are no limit or restrictions in relation to work hours.</p> <p>Therefore, you are not allowed to input more than 20 hours of work per week for non-local students during the non-summer months.</p>
	When the system found that the total hours of work for the non-local helper was over 20 hours of work in a single week after adding those kept in the database	<p>Please be informed that the named Helper has worked in other department/unit and the reported working hours for each week are as below: week 1: X hours, week 2: X hours, week 3: X hours, week 4: X hours, week 5: X hours, week 6: X hours.</p> <p>Non-local students are allowed to work part-time on-campus for NOT more than 20 hours per week, except during summer months from 1 June to 31 August each year when there are no restrictions in relation to work hours.</p> <p>Therefore, you are not allowed to input more than 20 hours of work per week for non-local students during the non-summer months. You can only submit the remaining hours of not more than 20 hours per week for non-local students during the non-summer months.</p>
	Over 20 hours for combined week for two months (a. last week of last month and first week of current month; b. first week of next month and last week of current month)	<p>Please be informed that the named Helper has worked in other department/unit and the reported working hours for (a. the last week of last month is as below: week 6: X hours; b. the first week of next month is as below: week 1: X hours.)</p> <p>Non-local students are allowed to work part-time on-campus for NOT more than 20 hours per week, except during summer months from 1 June to 31 August each year when there are no restrictions in relation to work hours.</p> <p>Therefore, you are not allowed to input more than 20 hours of work per week for non-local students during the non-summer months. You can only submit the remaining hours of not more than 20 hours per week for non-local students during the non-summer months.</p>