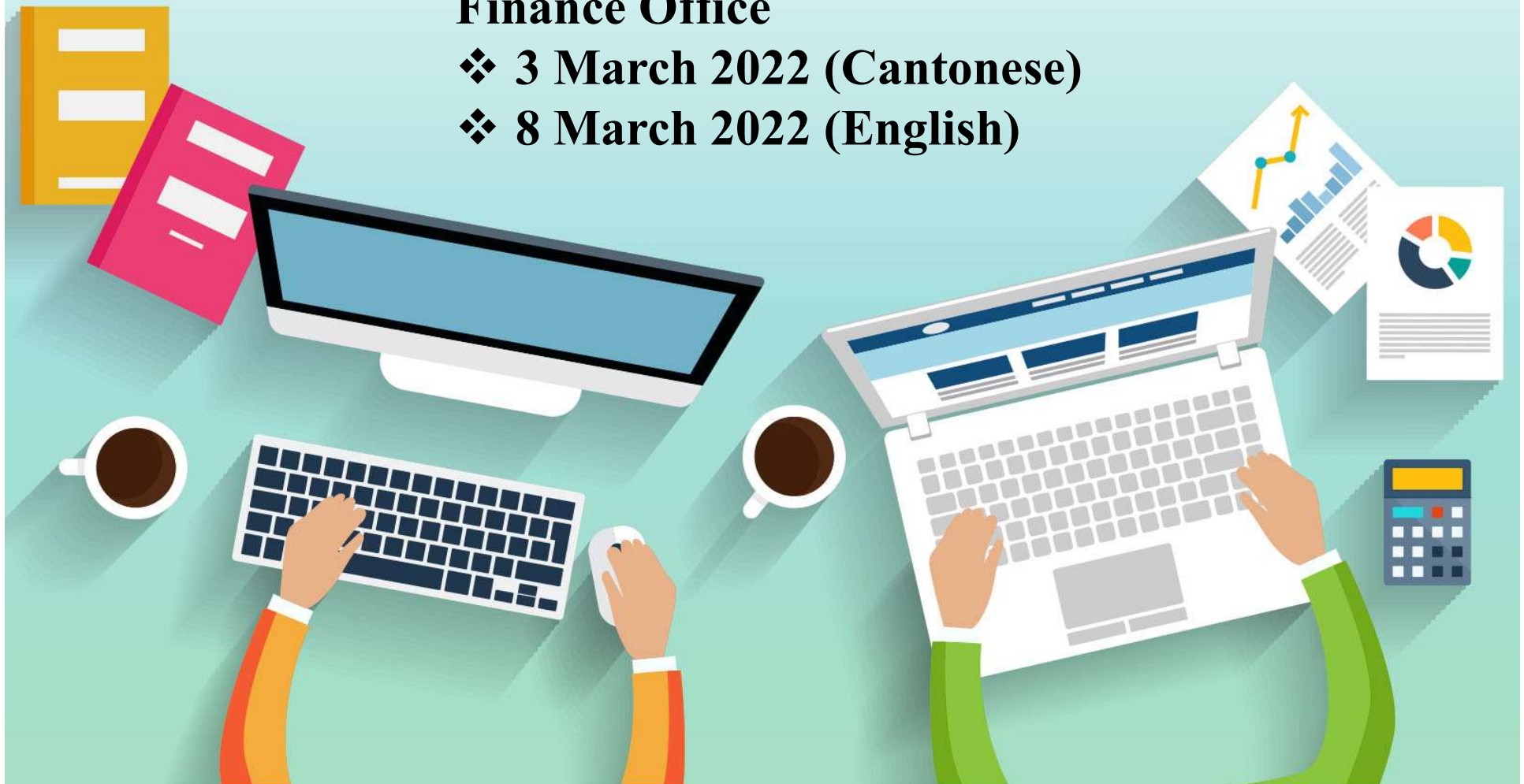


# New e-Helper Timesheet Students & Staff Services Platform

## Finance Office

- ❖ 3 March 2022 (Cantonese)
- ❖ 8 March 2022 (English)



# Agenda

1. Introduction of e-Helper Timesheet
2. Benefits
3. Transitional Arrangement
4. Work From Home Arrangement
5. Demonstration
6. Useful Information
7. Enquiries
8. Q&A



# Introduction of e-Helper Timesheet (e-Timesheet)

1. Digital Transformation Initiatives of the University
2. Launched on **28 February 2022**
3. Accessible via BUniPort, HKBU Mobile App or click >> <https://hkbu.service-now.com/sssp>
4. Two Forms
  - ❖ Student Helper Information Registration Form
  - ❖ Student Helper Summary Sheet
5. Online submission and enquiry



# Benefits of e-Timesheet

- ✓ Environmental friendly

No more paper-based helper timesheets

- ✓ Higher efficiency

Reduce time for physical submission

- ✓ Online submission, approval and enquiry

Submit and approve e-Timesheet anytime, anywhere



# Transitional Arrangement

- ❖ ONE month from **1 March - 31 March 2022**
- ❖ Submission of both paper-based and e-Timesheet is acceptable
- ❖ NO paper-based timesheet or scanned timesheet is acceptable from **1 April 2022**



# e-Timesheet Demonstration

Welcome, Wu Arisa!

## How can we help?

HKBU Student and Staff Service Portal 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

Submit requests to Finance Office



EO

Submit requests to Estates Office





# Useful Information



## ❖ e-Learning Guides for:

1. Student helper registration
2. Timesheet input and submission
3. Timesheet approval
4. Timesheet status enquiry

## ❖ Frequently Asked Questions



# Enquiries



24-hour hotline: 3411-2299

Email: [fopayrollrb@hkbu.edu.hk](mailto:fopayrollrb@hkbu.edu.hk)







# Q & A





**THANK YOU  
FINANCE OFFICE**



# Login from BUniPort

SIGN OUT | HOME | HKBU

香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

myCal | myMail | e-Directory

e-Announcements Profile Works Share & Community U-Wide Policies & Info

MAK Polo ITO - Individual Staff

Feb 2022 Today

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

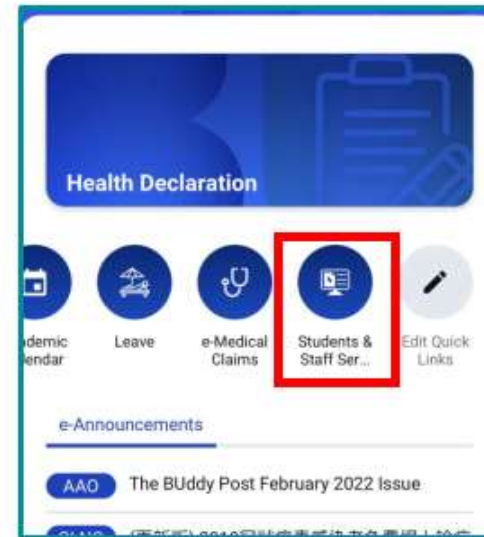
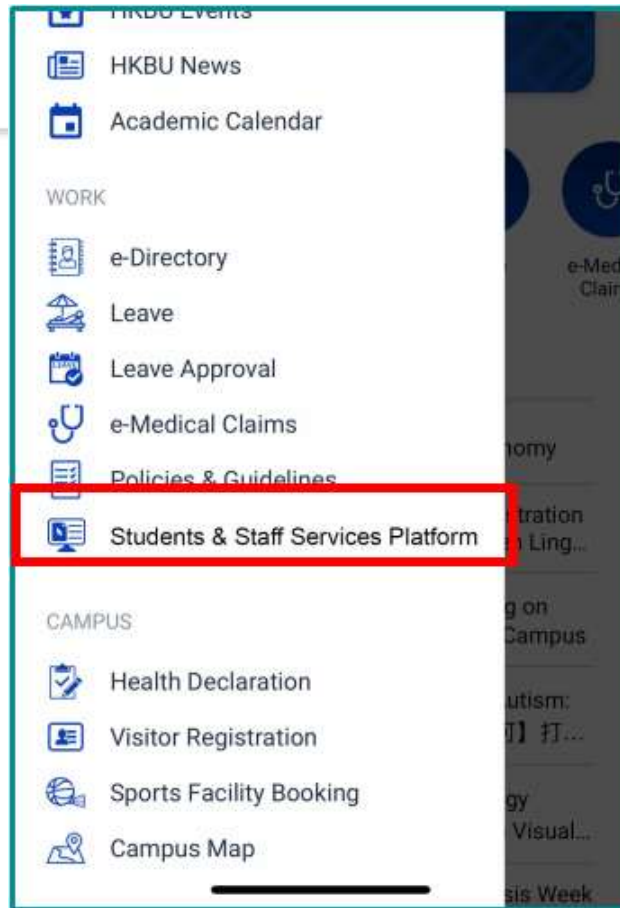
- Academic & Student Admission
- Research
- Administration
- Finance
- Delegation & Access Privileges
- My Library Account
- Students and Staff Services Platform

REFRESHED DESIGN!

HKBU E-CARD

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