

Schedule and General Workflow of the Student Helper System

Ref.	Action Items	Periods	Action Parties	Action Details
1.	Student Helper Engagement and Registration			
a.	Engagement of Student Helper by D/Us	Starting from the first date of an academic year	Recruiting D/Us	<ol style="list-style-type: none"> 1. D/Us to recruit Student Helpers. 2. All Student Helper Engagement will be processed via the Student Helper System at MyCUHK. 3. At the time of engagement, D/Us should agree with students on the action party to input the working hours before the job starts. Distribute the “Student Helper Job - Fact Sheet” (template available on OSA Homepage) to Student Helpers if students are the action parties to input the working hours.
b.	Assignment of Student Helper Administrator		Heads of D/Us and Chief Administrators	<ol style="list-style-type: none"> 1. Heads of D/Us to appoint Student Helper Administrator. 2. Chief Administrators to update “Student Helper Administrator” via CUPIS function “Maintain Functional Administrator” (<i>Navigation Path: CUPIS > Main Menu > Setup HCM > Common Definition > Maintain Functional Admin</i>).
c.	Student Helper Registration		Students who are going to take up a Student Helper Engagement	<ol style="list-style-type: none"> 1. Registration at Student Helper System (<i>Navigation Path: MyCUHK > CUSIS > Applications > Other Applications > Student Helper Registration</i>). 2. Students will be reminded to register ONCE only before they start a helper job (i.e. no duplicate registration will be allowed). 3. Students will be asked to input their bank account information on the web registration form (any subsequent updates on bank account information will be handled through hardcopy application to Finance Office). 4. Students have to fill in the Self-Certification Form before they submit any work hours. 5. Student Helpers should only start the engagement after receiving the email confirmation of successful registration.

2.1 Input of Working Hours by Student Helpers				
d.	Input of Working Hours by Student Helpers	As soon as the job assignment has started and on a <u>weekly</u> basis	Student Helpers	<ol style="list-style-type: none"> 1. Student Helpers to input and submit the working hours in the Student Helper System (<i>Navigation Path: MyCUHK > MyPage > Student Helper System > Main Menu > Student Helper > Input Working Hours and Funding</i>). Student Helpers would need to refer to the “Student Helper Job - Fact Sheet” received from D/Us to capture job information other than work hours. 2. Student Helpers are also able to view their submitted work hours (<i>Navigation Path: MyCUHK > MyPage > Student Helper System > Main Menu > Student Helper > View My Working Hours</i>).
e.	Verification of Working Hours	Within 2 working days upon receipt of the notice from the Student Helper System	Supervisors of Student Helpers	<ol style="list-style-type: none"> 1. Supervisors of the Student Helpers will receive system-generated email notifications (and copying to the Student Helper Administrators) for verification of working hours. 2. Supervisors to contact Student Helper Administrators to revise the working hours of students in case incorrect entries are identified.
f.	Revision to the Working Hours		Student Helper Administrators	<ol style="list-style-type: none"> 1. Student Helper Administrators to revise the working hours for incorrect entries before the scheduled payroll cut-off (see 3.h below) (<i>Navigation Path: CUPIS > Main Menu > Student Helper > Maintain Student Working Hours</i>). 2. Student Helper Administrators can generate a monthly report for an overall monitoring of the engagement exercise (<i>Navigation Path: CUPIS > Main Menu > Student Helper > Reports > Mth Rpt for Std Working Hours</i>).
2.2 Input of Working Hours by Student Helper Administrators				
g.	Input of Working Hours by Student Helper Administrators	As soon as the job assignment has started and on a <u>weekly</u> basis	Student Helper Administrators	<ol style="list-style-type: none"> 1. Student Helper Administrators to login to CUPIS function “Maintain Student Working Hours” to input the working hours as soon as the job assignment has been finished (<i>Navigation Path: CUPIS > Main Menu > Student Helper > Maintain Student Working Hours</i>). 2. Student Helper Administrators can generate a monthly report for an overall monitoring of the engagement exercise (<i>Navigation Path: CUPIS > Main Menu > Student Helper > Reports > Mth Rpt for Std Working Hours</i>).
3. Release of Payroll and Viewing of ePayslips				
h.	Processing of Payroll and Arrange MPF Contributions	Starting from the new academic year	Payroll and Superannuation Unit of Finance Office	<p>Finance Office will release the payroll to Student Helpers via bank auto-pay twice a month:</p> <ol style="list-style-type: none"> (a) By 7th of the following month if the working hours are submitted on or before the 2nd last working day of a month; (b) By middle of the following month if the working hours are submitted on or before the 4th working day of the following month. <p>Finance Office will arrange MPF contributions once a month.</p>

i.	View ePayslips and MPF account		Student Helpers	<p>Upon receiving mass email for release of payroll, Student Helpers to login Student Helper System to view their ePayslips (Navigation Path: MyCUHK > MyPage > Student Helper System > Main Menu > Self Service > Payroll and Compensation > View Payslip).</p> <p>Students can login their account with the default MPF service provider to view account balances.</p>
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