

**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"> <li>1. D/Us to recruit Student Helpers.</li> <li>2. All Student Helper Engagement will be processed via the Student Helper System at MyCUHK.</li> <li>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.</li> </ol>
b.	Assignment of Student Helper Administrator		Heads of D/Us and Chief Administrators	<ol style="list-style-type: none"> <li>1. Heads of D/Us to appoint Student Helper Administrator.</li> <li>2. Chief Administrators to update “Student Helper Administrator” via CUPIS function “Maintain Functional Administrator” (<i>Navigation Path: CUPIS &gt; Main Menu &gt; Setup HCM &gt; Common Definition &gt; Maintain Functional Admin</i>) as necessary.</li> </ol>
c.	Student Helper Registration		Students who are going to take up a Student Helper Engagement	<ol style="list-style-type: none"> <li>1. Registration at Student Helper System (<i>Navigation Path: MyCUHK &gt; CUSIS &gt; Applications &gt; Other Applications &gt; Student Helper Registration</i>).</li> <li>2. Students will be reminded to register ONCE only before they start a helper job (i.e. no duplicate registration will be allowed).</li> <li>3. Students will be asked to complete the Self-Certification Form and input their bank account information on the web registration form. Any subsequent updates on bank account information may be handled by themselves in the Student Helper System (<i>Navigation Path: MyCUHK &gt; MyPage &gt; Student Helper System &gt; Main Menu &gt; Payroll and Compensation &gt; Personal Bank Account</i>) or through hardcopy application to Finance Office.</li> <li>4. Student Helpers should only start the engagement after receiving the email confirmation of successful registration.</li> </ol>

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"> <li>1. Student Helpers to input and submit the working hours in the Student Helper System (<i>Navigation Path: MyCUHK &gt; MyPage &gt; Student Helper System &gt; Main Menu &gt; Student Helper &gt; 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.</li> <li>2. Student Helpers are also able to view their submitted work hours (<i>Navigation Path: MyCUHK &gt; MyPage &gt; Student Helper System &gt; Main Menu &gt; Student Helper &gt; View My Working Hours</i>).</li> </ol>
e.	Verification of Working Hours	Within 2 working days upon receipt of the notification from the Student Helper System	Supervisors of Student Helpers	<ol style="list-style-type: none"> <li>1. Supervisors of the Student Helpers will receive system-generated email notifications (and copying to the Student Helper Administrators) for verification of working hours.</li> <li>2. Supervisors to contact Student Helper Administrators to revise the working hours of students in case incorrect entries are identified.</li> </ol>
f.	Revision to the Working Hours		Student Helper Administrators	<ol style="list-style-type: none"> <li>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 &gt; Main Menu &gt; Student Helper &gt; Maintain Student Working Hours</i>).</li> <li>2. Student Helper Administrators can generate a monthly report for an overall monitoring of the engagement exercise (<i>Navigation Path: CUPIS &gt; Main Menu &gt; Student Helper &gt; Reports &gt; Mth Rpt for Std Working Hours</i>).</li> </ol>
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"> <li>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 &gt; Main Menu &gt; Student Helper &gt; Maintain Student Working Hours</i>).</li> <li>2. Student Helper Administrators can generate a monthly report for an overall monitoring of the engagement exercise (<i>Navigation Path: CUPIS &gt; Main Menu &gt; Student Helper &gt; Reports &gt; Mth Rpt for Std Working Hours</i>).</li> </ol>
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"> <li>(a) By 7th of the following month if the working hours are submitted on or before the 2nd last working day of a month;</li> <li>(b) By middle of the following month if the working hours are submitted on or before the 4th working day of the following month.</li> </ol> <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 &gt; MyPage &gt; Student Helper System &gt; Main Menu &gt; Self Service &gt; Payroll and Compensation &gt; View Payslip).</p> <p>Students can login their account with the default MPF service provider to view account balances.</p>
----	--------------------------------	--	-----------------	--

(Sept 2022)

\* \* \*