

Initial Questionnaire Student Employee -- New or Returning



This form must be completed at least once during an academic year, summer session, or new job. For example, if a student employee worked a job during the academic year and is returning to the same job for the summer, the student needs to complete a new form in the summer. Please print the requested information below:

	U
Name	BU ID
E-mail	Phone Number

1. Are you a US citizen or Green card holder? Yes No
2. Have you ever worked for the university before? Yes No
If **YES**, where have you worked in the past (i.e. FitRec)? _____
3. What department or professor will you be working for? _____
 - a. Did the person that hired you tell you how much you will be making? Yes No
If **YES**, what was that amount (per hour)? _____
 - b. How many hours per week do you plan on working? _____
 - c. When will you start working? _____
4. Do you have work-study for this semester? Yes No
(If you are not sure, you probably don't have it. Also, you can check the StudentLink for Work Study status/award amount.)

Time Entry: Students are responsible for submitting their time entry through STEP. **Time entry is due each week by 11:55pm Sunday at the very latest.** You should input by the beginning of your last shift. So if your last shift for the week is Thursday from 9am-5pm, input around 9am. Please check with your payroll coordinator since different units may have earlier internal deadlines. Failure to submit time entry by your department's deadline may result in late payment.

Notification of Supervisor: Student employees are required to email their supervisors or professors the hours that they work each week. For instance, if you work 15 hours this week, please notify your supervisor so that the supervisor can approve your hours. If your supervisor has not approved your hours, please remind your supervisor.

20-Hour Rule for International Students, Law Students, Work Study Students: During the academic year, while classes are in session, law school, work study and international students can work up to 20 hours per week, in any combination of BU jobs. For example, if you are working at LAW and at FitRec during the school year, your total between the two jobs cannot exceed 20 hours per week. During the summer (from the day after Commencement to the day before Labor Day) and during winter intersession/spring break week, all full-time students can work up to 40 hours per week, in any combination of BU jobs. Non-WS, non-LAW, and non-INTL students can work up to 40 hours per week during the year.

Accurate Reporting Policy: The hours you submit should be an accurate portrayal of the time that you work. Falsifying time worked is a violation of University policy and may be reported to the Dean of Student Affairs.

Please sign below, indicating that you have read and understand the above policies.

Signature

Date