

JOB INFORMATION AND EARNINGS HISTORY

General Information

Student Job Information and Earnings History can be found in the Student Employment section of the Business Link and provides detailed information for each job held by a student. This information can be accessed either through the *Student Employees by Mail Code* or *Student Employee Information* functions.

When using the *Student Employees by Mail Code* function, enter mail code, semester and year information, then submit. You should now be able to view all students hired under that mail code. By clicking on a student's specific job number, you will be brought to the **Student Job Information and Earnings History** screen. (See below for descriptions of the fields displayed on this screen.)

When using the *Student Employee Information* function, enter a student's B.U. I.D. number, semester and year information, then submit. You should now be able to view information specific to that student. Scroll to the job number field located in the middle of the screen. Job number(s) will be highlighted. By clicking on a student's specific job number, you will be brought to the **Student Job Information and Earnings History** screen. (See below for descriptions of the fields displayed on this screen.)

DISPLAYED INFORMATION FIELDS

Below is a brief description of the fields displayed on the **Job Information and Earning History** screen, which includes a breakdown of the student's payment history. For students with multiple jobs, you will need to click your web browser's "back" button and then make a new job number selection.

JOB INFORMATION AND EARNINGS HISTORY											
Name:	The student employee's name as it appears on the Registrar's file.										
ID Number:	The student employee's Boston University Identification Number.										
Sem/Yr:	The semester and year of the information you are viewing. For example:										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center;"><i>SPRG 07</i></td> <td style="text-align: center;">Spring semester of the 2006-07 AY</td> </tr> <tr> <td style="text-align: center;"><i>SUM1 07</i></td> <td style="text-align: center;">Summer session 2007 - 1st semester</td> </tr> <tr> <td style="text-align: center;"><i>SUM2 07</i></td> <td style="text-align: center;">Summer session 2007 - 2nd semester</td> </tr> <tr> <td style="text-align: center;"><i>FALL 07</i></td> <td style="text-align: center;">Fall semester of the 2007-08 AY</td> </tr> <tr> <td style="text-align: center;"><i>SPRG 08</i></td> <td style="text-align: center;">Spring semester of the 2007-08 AY</td> </tr> </table>	<i>SPRG 07</i>	Spring semester of the 2006-07 AY	<i>SUM1 07</i>	Summer session 2007 - 1st semester	<i>SUM2 07</i>	Summer session 2007 - 2nd semester	<i>FALL 07</i>	Fall semester of the 2007-08 AY	<i>SPRG 08</i>	Spring semester of the 2007-08 AY
<i>SPRG 07</i>	Spring semester of the 2006-07 AY										
<i>SUM1 07</i>	Summer session 2007 - 1st semester										
<i>SUM2 07</i>	Summer session 2007 - 2nd semester										
<i>FALL 07</i>	Fall semester of the 2007-08 AY										
<i>SPRG 08</i>	Spring semester of the 2007-08 AY										
Department Mail Code:	Displays the employing department's mail code.										
Department:	Displays the name of the employing department.										
Supervisor:	Displays the name(s) of the supervisor(s) identified for all hourly paid and work-study jobs.										

Job Number:	Displays the job number assigned the position the student is currently holding.	
Job Type:	Displays type of employment for job number. Jobs are grouped by:	
	<i>FWSP</i>	Federal Work-Study
	<i>READI</i>	Literacy Tutors (<i>Work-Study only</i>)
	<i>SE</i>	Student Employment
Start Date:	Displays start date of job for semester indicated.	
End Date:	Displays end date of job for semester indicated.	
Grade Level:	Indicates the grade level of the job. List of grade levels can be found in the Job Classification Guide located on our website, http://www.bu.edu/seo/payroll/handbooks.html .	
Job Code:	Indicates the grade level (first character) and the job code (second and third characters) assigned to the position. Taken from the Job Classifications Guide located on our website, http://www.bu.edu/seo/payroll/handbooks.html .	
Job Title:	Indicates the job title that the job code represents.	
Pay Rate:	Displays the current rate of pay for the individual job. It is a total of Base Rate (for the grade level), Merit, and Off-Cycle increases.	
Pay Type:	Displays the type of pay the student is receiving. Hourly, Monthly (Salaried) or Piecemeal.	
	<i>Hourly</i>	Student is working in an hourly paid position and is submitting weekly time sheets identifying the hours that he/she has worked to generate payment. Jobs are coded as grade levels of 1-5.
	<i>Monthly (Salaried)</i>	Student is paid monthly on the last Friday of the month. No time sheet is required. Jobs are coded as a grade level of 0.
	<i>Piecemeal</i>	Student is paid a fixed amount for a one-time job. Piecemeal jobs are temporary jobs. International students are not permitted to receive piecemeal payments. Jobs are coded as a grade level of 9.
Estimated Hrs/Week:	Displays estimated hours per week to be worked as indicated by employer at the time of hire.	

<i>Merit Increase:</i>	Displays the total amount of merit increases the student has received for this job number.
<i>Merit Date:</i>	Displays the last date that the student received a merit increase for this job number.
<i>Off-Cycle Increase:</i>	Displays the amount of any rate increases for this job number the student has received which do not conform to the merit increase scale. NOTE: When a student switches jobs within the same department, the student should receive all merit from the old job number. Merit that is carried to a new job number is reflected in this field.
<i>Off-Cycle Date:</i>	Displays the last date that the student received an off-cycle increase for this job number.
<i>Last Rate Change Date:</i>	Displays the last date that a rate change was done for this job number.
DISTRIBUTION	
<i>Entry Date:</i>	Displays the date that any change has been made to the distribution for the job number.
<i>Unit – Department – Object – Source:</i>	Displays the general ledger account to which the student’s wages are charged.
TERMINATION	
<i>Termination Date:</i>	Displays the date the student’s job was terminated.
<i>Reason Code:</i>	Displays the reason the student’s job was terminated.
<i>Date Entered:</i>	Displays the date that a job termination was entered.
<i>Entered By:</i>	Displays the userid of the person who entered the termination on the system. When this is blank it means that the “system” terminated the student’s job. The system automatically terminates jobs when the job end date is reached, the end of the semester is reached, a student runs out of Work-Study funding or a student’s enrollment status has changed.

WORK STUDY INFORMATION	
<i>Award:</i>	Displays student's work-study award amount for full program (Program is either Academic Year or Summer).
<i>Earn to Date:</i>	Displays a student's work-study earnings-to-date for specific program. This is a cumulative total for all work-study job numbers, not just for the individual job displayed.
<i>Balance:</i>	Displays remaining balance of the student's work-study award after subtracting earnings from award (this field is updated weekly on Thursday).
<i>Award-Warning:</i>	Displays whether a warning letter has been produced to indicate that a Work-Study student is running out of their award.
	1. An indicator of 1 means the student still has ample funds and no warning letter has been produced.
	2. An indicator of 2 means the student's award is getting low and a warning letter has been produced.
<i>Supervisor Name:</i>	Displays the name(s) of work-study student supervisor(s).
<i>Supervisor Phone:</i>	Displays the phone number of the work-study student's primary supervisor.
<i>Agency Number:</i>	This field is used to indicate the billing number assigned to an off-campus agency that is employing a Boston University work-study student.
<i>Off Campus Time Sheet Date:</i>	Displays the date that semester time sheets were produced for an off-campus work-study student.
FOR SEO USE ONLY	
<i>These fields hold indicators which are used by the Student Payroll and Work-Study Offices.</i>	

JOB PAY HISTORY

NOTE: Depending upon the type of job (Hourly, Monthly (Salaried), Piecemeal) and the earn code, you will see a different display on this screen.

Hourly paid jobs will display the following fields:

	HOURLY JOB
Hourly Rate:	Displays the pay rate of the student's job.
Week End Dt:	Displays the week ending dates for which the student has been paid.
Week:	Displays the week number within the fiscal year for each week ending date.
Reg Hours:	Displays the hours paid at straight time.
Reg Amt:	Displays the gross pay of the hours paid at straight time.
Ovt Hours:	Displays the number of overtime hours (hours over 40 hours per week). The overtime rate is time and one half.
Ovt Amt:	Displays the gross overtime pay of the hours paid at overtime.
Off-Cycle:	Displays the week ending date for hours paid on a late time sheet.
Total Regular Hours:	Displays the total straight time hours worked by the student for the semester.
Total Regular Amount:	Displays the total gross straight time pay the student has received for the semester.
Total Overtime Hours:	Displays the total overtime hours worked by the student for the semester.
Total Overtime Amount:	Displays the total gross overtime pay the student has received for the semester.

Monthly paid jobs will display the following fields:

	MONTHLY (SALARIED) JOB
Monthly Rate:	Student's monthly amount of pay.
Month:	Individual months a student has been paid during current YR/SEM.
Regular Amount:	Amount of student's gross earnings for a particular month.
Off Cycle:	Displays week ending date that payment was made for a specific month if different from than regularly scheduled monthly payroll run.

Piecemeal (one time payment) jobs will display the following fields:

	PIECEMEAL JOB
Piecemeal Pay Rate:	Displays the amount of the one-time payment.
Piecemeal Pay Amount:	Displays the gross amount paid to the student. This is the same as the Piecemeal Pay Rate.
Piecemeal Pay Date:	Displays week ending date that payment was made.

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STUDENT EMPLOYEES BY MAIL CODE

**** 31 RECORDS SELECTED. ****

Mail Cd: Semester: Year:

<u>Student Id</u>	<u>Student Name</u>	<u>Job Number</u>	<u>Job Type</u>	<u>Estimated Hrs per Week</u>	<u>Pay Rate</u>	<u>Total Amount Paid</u>	<u>Termination Date</u>	<u>Check Dest Mail Cd</u>
[REDACTED]	[REDACTED]	001204	H	15	8.55	0.00		SAR00
[REDACTED]	[REDACTED]	001204	H	15	7.75	170.50		FWS00
[REDACTED]	[REDACTED]	000010	H	10	8.35	411.25		SEM01
[REDACTED]	[REDACTED]	000212	H	10	7.75	511.50		SEM01
[REDACTED]	[REDACTED]	015457	M	20	1,425.00	2,850.00		SED00
[REDACTED]	[REDACTED]	000010	H	10	7.95	254.41		SEM01
[REDACTED]	[REDACTED]	000212	H	10	7.75	527.01		SEM01
[REDACTED]	[REDACTED]	000010	H	5	8.20	451.00		SEM01
[REDACTED]	[REDACTED]	000010	H	10	8.05	458.86		SEM01
[REDACTED]	[REDACTED]	888937	H	10	9.65	224.38		SEM01

Student Employment Office - Windows Internet Explorer

BU Student Employment Office

Boston University Business Link Student Employment logoff

JOB INFORMATION AND EARNINGS HISTORY

Name: [REDACTED] ID Number: U [REDACTED]
 Sem/Yr: FALL 07 Department Mail Code: SEM01
 Department: Student Employment Office Supervisor: Sheldon, Bethany / French, Mary Ann / Gately, Carol / Louca, Moira / Louca, Moira
 Job Number: 000010 Job Type: FWSP
 Start Date: 2007/09/03 End Date: 2008/05/18
 Grade Level: 2 Job Code: 202
 Pay Rate: \$ 8.35 Pay Type: Hourly
 Merit Increase: \$.60 Merit Date: 2007/08/10
 Off Cycle Increase: \$ Off Cycle Date:
 Last Rate Change Date:

Job Title: Office Assistant
Estimated HRS/Week:
 10.00

DISTRIBUTION

Entry Date	Unit	Department	Object	Source
2007/08/11	015	240	0908	

TERMINATION
 Termination Date: Reason Code:
 Date Entered: Entered By:

WORK STUDY INFORMATION
 Award: \$2,600.00 Earn to Date: \$ 411.25 Balance: \$2,188.75
 Award Warning: 1

Done

Student Employment Office - Windows Internet Explorer

BU Student Employment Office

TERMINATION
 Termination Date: Reason Code:
 Date Entered: Entered By:

WORK STUDY INFORMATION
 Award: \$2,600.00 Earn to Date: \$ 411.25 Balance: \$2,188.75
 Award Warning: 1
 Supervisor Name: Sheldon, Bethany / French, Mary Ann / Gately, Carol / Louca, Moira / Louca, Moira Supervisor Phone: (617)353-3596
 Agency Number: Off Campus Time Sheet Date:

FOR SEO USE ONLY
 ROI: N Rate Change Code:
 Eval Received: Hire/Rehire: 2 Stud Rehire: 1
 Summer Differential:

HOURLY JOB
 HOURLY RATE: 8.35

WEEK END DT	WEEK	REG HOURS	REG AMT	OVT HOURS	OVT AMT	OFF CYCLE
2007/09/09	11	8.00	66.80	.00	.00	
2007/09/16	12	8.50	70.98	.00	.00	
2007/09/23	13	7.25	60.54	.00	.00	
2007/09/30	14	7.75	64.71	.00	.00	
2007/10/07	15	6.50	54.28	.00	.00	
2007/10/14	16	3.75	31.31	.00	.00	
2007/10/21	17	7.50	62.63	.00	.00	
Total Regular Hours:		49.25	Total Regular Amount:	411.25		
Total Overtime Hours:		0.00	Total Overtime Amount:	0.00		

Done

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BU http://www.bu.edu/link/bin/uiscgi_student_employment.pl/uismpl

BU Student Employment Office

33 RECORDS SELECTED

Mail Cd: CASAR Semester: FALL Year: 07

Submit Clear

Student Id	Student Name	Job Number	Job Type	Estimated Hrs per Week	Pay Rate	Total Amount Paid	Termination Date	Check Dest Mail Cd
		L06000	M	20	2,062.50	4,125.00		CASAR
		D43500	H	10	8.75	0.00		CASAR
		015919	H	10	8.75	345.63		CASAR
		015919	H	10	8.75	577.50		CASAR
		L06001	M	20	2,062.50	4,125.00		CASAR
		L06000	M	20	2,062.50	0.00	2007/04/30	CASAR
		015919	H	12	8.75	542.50		CASAR
		L06002	M	20	2,062.50	4,125.00		CASAR
		L06001	M	20	2,062.50	0.00	2007/04/30	CASAR
		L06005	M	20	1,250.00	2,500.00		CASAR
		L95506	P	4	48.00	48.00		CASAR
		C51500	H	20	17.25	2,026.89		CASAR
		L06001	M	20	2,062.50	4,125.00		CASAR

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Student Employment Office - Windows Internet Explorer

BU http://www.bu.edu/link/bin/uiscgi_student_employment.pl/uismpl?ModuleName=se_33_info.pl&StudId=U78778184&StudN

BU Student Employment Office

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JOB INFORMATION AND EARNINGS HISTORY

Name: [REDACTED] ID Number: U [REDACTED]
 Sem/Yr: FALL 07 Department Mail Code: CASAR
 Department: Grs Tuition And Aid Supervisor: NO MSA-QUERY RECORD FOUND
 Job Number: L06000 Job Type: SE
 Start Date: 2007/09/01 End Date: 2007/12/31
 Grade Level: 0 Job Code: 060 Job Title: Teaching Assistant
 Pay Rate: \$2062.50 Pay Type: Salary Estimated HRS/Week: 20.00
 Merit Increase: \$ Merit Date:
 Off Cycle Increase: \$ Off Cycle Date:
 Last Rate Change Date:

DISTRIBUTION

Entry Date	Unit	Department	Object	Source
2007/09/11	020	038	0902	

TERMINATION

Termination Date: Reason Code:
 Date Entered: Entered By:

WORK STUDY INFORMATION

Award: \$ 0.00 Earn to Date: \$ 0.00 Balance: \$ 0.00
 Award Warning: 0
 Supervisor Name: NO MSA-QUERY RECORD FOUND Supervisor Phone:
 Agency Number: Off Campus Time Sheet Date:

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Student Employment Office - Windows Internet Explorer

BU http://www.bu.edu/link/bin/uis/cgi_student_employment.pl/uismpl?ModuleName=se_33_info.pl&StudId=U78778184&StudN

BU Student Employment Office

DISTRIBUTION

Entry Date	Unit	Department	Object	Source
2007/09/11	020	038	0902	

TERMINATION

Termination Date: Reason Code:
Date Entered: Entered By:

WORK STUDY INFORMATION

Award: \$ 0.00 Earn to Date: \$ 0.00 Balance: \$ 0.00
Award Warning: 0
Supervisor Name: NO MSA-QUERY RECORD FOUND Supervisor Phone:
Agency Number: Off Campus Time Sheet Date:

FOR SEO USE ONLY

ROI: Rate Change Code:
Eval Received: Hire/Rehire: 2 Stud Rehire: 1
Summer Differential:

MONTHLY JOB

MONTHLY RATE: 2,062.50

MONTH	REGULAR AMOUNT	OFF CYCLE
SEPTEMBER	2,062.50	
OCTOBER	2,062.50	

Done

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Student Employment Office - Windows Internet Explorer

BU http://www.bu.edu/link/bin/uis/cgi_student_employment.pl/uismpl?ModuleName=se_stud_info.pl&StudId=U26096557&Stuc

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STUDENT EMPLOYEE INFORMATION

Student ID: [REDACTED] Student Name: [REDACTED]

Semester: FALL Year: 07

Submit

I-9 Mail Code: CASAR Date I9 Completed: 08/30/99 Check Destination Mail Code: CASAR
 Visa Type: Work Expiration Date: Entry Date:
 Employment Date: 08/30/99 Employee Status:
 Status Change Date: 07/25/04 Patent Mail Code: CASAR Notes:
 Last Check Date: 10/26/07 Last ID/Name/Address Change Date: 07/20/99 Reversal Date:
 Termination Reason:

Semester Earnings-To-Date: FWS: 0.00 Departmental: 2675.98
 Program Earnings-To-Date: FWS: 0.00 Departmental: 2675.98

Job Number	Rate	Total Pay	Unit/Dept	Object	Source	Mail	Start Date	End Date	Term Date
C51500	17.25	2026.89	020232	0908	CASAR	CASAR	09/03/07	06/01/08	
G55100	17.55	601.09	004080	0908	JFA00	JFA00	09/03/07	01/06/08	
L95506	48.00	48.00	020231	0908	CASAR	CASAR	09/11/07	09/12/07	

TAX DATA

	Federal Tax	State Tax
Method:	0	0
Marital Status:	S	S
Allowances:	1	1
Amount:	0.00	0.00

Done

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Student Employment Office - Windows Internet Explorer

BU Student Employment: Office

Boston University Business Link Student Employment logoff

JOB INFORMATION AND EARNINGS HISTORY

Name: [REDACTED] ID Number: U [REDACTED]
 Sem/Yr: FALL 07 Department Mail Code: CASAR
 Department: Cas Archaeology Supervisor: NO MSA-QUERY RECORD FOUND
 Job Number: L95506 Job Type: SE
 Start Date: 2007/09/11 End Date: 2007/09/12
 Grade Level: 9 Job Code: 955 Job Title: Research Assistant
 Pay Rate: \$ 48.00 Pay Type: Piecemeal Estimated HRS/Week: 4.00
 Merit Increase: \$ Merit Date:
 Off Cycle Increase: \$ Off Cycle Date:
 Last Rate Change Date:

DISTRIBUTION

Entry Date	Unit	Department	Object	Source
2007/09/17	020	231	0908	

TERMINATION
 Termination Date: Reason Code:
 Date Entered: Entered By:

WORK STUDY INFORMATION
 Award: \$ 0.00 Earn to Date: \$ 0.00 Balance: \$ 0.00
 Award Warning: 0
 Supervisor Name: NO MSA-QUERY RECORD FOUND Supervisor Phone:
 Agency Number: Off Campus Time Sheet Date:

Done Internet 100%

Student Employment Office - Windows Internet Explorer

BU Student Employment: Office

Boston University Business Link Student Employment logoff

Off Cycle Increase: \$ Off Cycle Date:
 Last Rate Change Date:

DISTRIBUTION

Entry Date	Unit	Department	Object	Source
2007/09/17	020	231	0908	

TERMINATION
 Termination Date: Reason Code:
 Date Entered: Entered By:

WORK STUDY INFORMATION
 Award: \$ 0.00 Earn to Date: \$ 0.00 Balance: \$ 0.00
 Award Warning: 0
 Supervisor Name: NO MSA-QUERY RECORD FOUND Supervisor Phone:
 Agency Number: Off Campus Time Sheet Date:

FOR SEO USE ONLY
 ROI: Rate Change Code:
 Eval Received: Hire/Rehire: 2 Stud Rehire: 1
 Summer Differential:

PIECEMEAL JOB

PIECEMEAL PAY RATE:	PIECEMEAL PAY AMOUNT	PIECEMEAL PAY DATE
48.00	48.00	2007/09/16

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