

Procedure for Using the Student Employee Information Screen

General Information

This screen is a student's work history information screen. You should consult this screen before hiring a student. It displays information about the student's work history, including I-9 mail code, last check date, check destination, work expiration dates for international students, etc.

This screen allows you to view general employment history for any student working at Boston University. The middle of the screen displays all the jobs a student has for the selected semester. The job number is a clickable field. Clicking on the job number will bring you to the Job Information and Earnings History screen for the student.

Student employee records remain available for two years after the student leaves the University. After two years the student's records will be archived off the system.

Note: The Earnings-To-Date figures displayed will always be at least one week behind, as it cannot display the current week's employment. (Time sheets have not yet been processed.)

This information is available on the Business Link and it may be accessed either by selecting the Student Employee Information option under the General Functions heading or by clicking on a student's ID number after accessing the *Student Employees by Mail Code* screen.

INPUT FIELDS

STUDENT ID	Input the student's B.U.I.D. number. If you receive the error message "Not Found on Student Employment File" the student has not been employed at Boston University before.
SEMESTER	Select the appropriate semester from the drop down menu.
YEAR	Enter the last two digits of the year the semester you would like to view is in.

DISPLAY FIELDS

STUDENT ID NUMBER	Carries forward and displays the student's Boston University ID number. This is also an input field and you can enter another student's ID number if you need to look up information for more than one student.
STUDENT NAME	Displays student's name as it appears on the Registrar's file.
SEMESTER	Displays the semester you chose to view. This is also an input field and you can change semester information.
YEAR	Displays the last two digits of the year for the semester you are viewing. This is also an input field and you can change year

	information.
<i>I-9 MAIL CODE</i>	Displays the mail code location of where the student's I9 is on file.
<i>DATE I9 COMPLETED</i>	Date I9 was completed and signed by student.
<i>CHECK DESTINATION</i>	Displays the mail code of the department that is currently set up to receive the student's pay check or check stub (direct deposit).
<i>VISA TYPE</i>	Displays the type of visa currently on file for an international student.
<i>WORK EXPIRATION DATE</i>	Displays the date that an international student's permission to work expires. An international student may not work or be paid beyond this date.
<i>ENTRY DATE</i>	Displays the date that an international student first entered the United States.
<i>EMPLOYMENT DATE</i>	Displays the date the student first began work as a student employee at Boston University
<i>EMPLOYEE STATUS</i>	Displays status of student on the Student Payroll. Most often is blank which means the person is in an active status.
<i>STATUS CHANGE DATE</i>	Displays the date of any change to the student's status on the Student Payroll Level. Most often this is the same as the employment date.
<i>PATENT MAIL CODE</i>	Displays the mail code of the department where a student's patent agreement is located. This information is required for research assistants working at the University.
<i>NOTES</i>	This field is restricted to Student Employment Office personnel only.
<i>LAST CHECK DATE</i>	Displays the last date a pay check was issued to the student employee.
<i>LAST ID/NAME/ADDRESS CHANGE DATE</i>	Displays the last time that the student updated any record on the Registrar's file that affects the Student Payroll system.
<i>TERMINATION REASON</i>	Displays the reason that a student was terminated from the Student Payroll file (i.e. Graduation). This field does not reflect terminations from individual jobs.
<i>SEMESTER EARNINGS-TO-DATE FWS DEPARTMENTAL</i>	Displays current "earnings-to-date" for all Federal Work-Study jobs for the YR/SEM displayed as of the last check date for a particular semester. Displays "earnings -to-date" for all departmentally paid jobs as of the last

	check date for a particular semester. Note: Departmental is also referred to as Student Employment.
<i>PROGRAM EARNINGS-TO-DATE</i> <i>FWS:</i>	Displays current “earnings-to-date” for all Federal Work-Study jobs for the current program, either Academic Year or Summer Program.
<i>DEPARTMENTAL:</i>	Displays “earnings-to-date” for all departmentally paid jobs for the current program, either Academic Year or Summer. Note: Student Employment is charged 100% against a department’s budget.
<i>JOB NUMBER</i>	Displays all job numbers associated with the student's employment for a particular semester, whether departmental or Federal Work-Study. Not all job numbers will be active (terminated jobs will be listed). Every job a student holds has a specific job number.
<i>PAY RATE</i>	Displays rate of pay associated with a specific job number.
<i>TOTAL PAY</i>	Displays the cumulative earnings for the job number for the semester being viewed.
<i>UNT/DPT OBJ SOURCE</i>	Displays the general ledger account to which the student’s wages are charged.
<i>MAIL CD</i>	Displays location of job identified by a department’s mail code.
<i>START DATE</i>	Displays start date of job.
<i>END DATE</i>	Displays the end date of job.
<i>TERM DATE</i>	Displays termination date of job once it has been terminated.

TAX INFORMATION

In addition to being able to access a student's job information through the Employment Information screen, you also have the ability to view a student's tax status.

<i>FEDERAL TAX</i>	Refers to the Federal (IRS) taxing status for the student.
<i>STATE TAX</i>	Refers to the Massachusetts state status for the student.
<i>METHOD</i>	Indicates the manner in which the student is being taxed. 0 = Tax will be withheld 2 = Exempt from withholdings 4 = Withhold additional money in taxes
<i>MARITAL STATUS</i>	Refers to the marital status the student is claiming. S= Single - the student is not married M= Married - the student is married and is claiming his/her spouse.

<i>MS=</i>	Married but filing at the higher single rate - the student is married but still wishes to have taxes withheld at the higher rate.
<i>ALLOWANCES</i>	Refers to the rate at which a student is having taxes withheld. The higher the number of exemptions, the lower the amount of taxes being withheld.
<i>AMOUNT</i>	Refers to any additional amount of money the student has requested to be withheld in taxes. This field will be all zeros unless the method code is 4.
<i>NON-RESIDENT INDICATOR</i>	Will display the NRA tax indicator used by international students.
<i>W-4 TAX YEAR</i>	Indicates the last year in which a student completed a tax form at Boston University. This must be the current calendar year for someone claiming exempt from taxes.
<i>FICA</i>	Indicates whether FICA is calculated for the student.
<i>A =</i>	FICA is calculated. This is the indicator for all U.S. citizens and permanent residents.
<i>B =</i>	FICA is not calculated. This is the indicator used for students who have been in the United States for less than five years. These students are exempt from FICA withholdings.
<i>NOTE</i>	FICA is calculated year round for students, but is withheld only during the Summer.
<i>RESIDENCE STATE</i>	Refers to the state where the student is living.
<i>TAX TREATY INDICATOR</i>	Shows if the student is currently claiming exempt from taxes through a tax treaty. This field will only be completed for international students.

EXAMPLE 1: Selecting for Student Employment Menu

This screenshot shows the main menu of the Student Employment Office. The browser window title is "Student Employment Office - Windows Internet Explorer" and the address bar shows the URL "http://www.bu.edu/link/bin/uiscgi_student_employment.pl/uismpl". The page header includes "Boston University Business Link" and a "logoff" link. The main content is organized into several functional categories:

- HIRING PROCESS FUNCTIONS:**
 - [New Hire/Rehire](#)
 - [Review/Delete Prior To Approval](#)
 - [Approve To Hire](#)
- GENERAL FUNCTIONS:**
 - [Student Employees by Mail Code](#)
 - [Student Employee Information](#)
- STUDENT PAYROLL FUNCTIONS:**
 - TIME ENTRY**
 - [Supervisor Weekly Time Entry \(SE50, SE51\)](#)
 - TIME ENTRY (STEP) NEW!**
 - [Supervisor Approval of Student\(s\)Time Entry](#)
 - [PC Approval/Change of Student\(s\)Time Entry](#)
 - MAIL CODE APPROVAL**
 - [Mail Code Approve To Pay \(SE52\)](#)
- STUDENT JOB SERVICE FUNCTIONS:**
 - [Post SE Job](#)
 - [Remove/Repost SE Job](#)
- JOB MAINTENANCE FUNCTIONS:**
 - [Add/Change Supervisor\(s\) For Departmental Jobs](#)
 - [Change Supervisor\(s\) For Work-Study Jobs](#)
 - [Check Destination Change](#)
 - [Distribution Change](#)
 - [Estimated Hours Per Week Change](#)
 - [Pay Rate Change](#)
 - [Terminations](#)
- WORK-STUDY JOB FUNCTIONS:**
 - [Create a New Work-Study Job](#)
 - [Maintain Existing Work-Study Jobs \(formerly View/Post\)](#)

The browser's taskbar shows the Start button, several open Microsoft Office applications, and the system clock at 5:03 PM.

This screenshot shows the "STUDENT EMPLOYEE INFORMATION" form. The browser window title is "Student Employment Office - Windows Internet Explorer" and the address bar shows the URL "http://www.bu.edu/link/bin/uiscgi_student_employment.pl/uismpl?ModuleName=se_stud_info.pl". The page header includes "Boston University Business Link Student Employment" and a "logoff" link. The form contains the following fields and instructions:

**** PLEASE ENTER STUDENT ID, SEMESTER AND YEAR AND PRESS SUBMIT ****

Student ID: **Student Name:** _____

Semester: **Year:**

The browser's taskbar shows the Start button, several open Microsoft Office applications, and the system clock at 5:03 PM.

Student Employment Office - Windows Internet Explorer

BU Student Employment Office

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

Semester: FALL Year: 07

Submit

I-9 Mail Code: EXP01 Date I9 Completed: 01/23/01 Check Destination Mail Code: CASMA
 Visa Type: F1 Work Expiration Date: 09/25/08 Entry Date: 08/24/00
 Employment Date: 01/23/01 Employee Status:
 Status Change Date: 01/23/01 Patent Mail Code: CASMA Notes:
 Last Check Date: 09/28/07 Last ID/Name/Address Change Date: 05/24/05 Reversal Date:
 Termination Reason:

Semester Earnings-To-Date: FWS: 0.00 Departmental: 2187.50
 Program Earnings-To-Date: FWS: 0.00 Departmental: 2187.50

Job Number	Rate	Total Pay	Unit/Dept	Object	Source	Mail	Start Date	End Date	Term Date
L06016	2187.50	2187.50	020038	0902		CASMA	09/01/07	04/30/08	

TAX DATA Federal Tax State Tax
 Method: 4 4
 Marital Status: S S
 Allowances: 1 1
 Amount: 7.60 0.00
 Non Resident Indicator:

W4 Tax Year: 2005
 FICA: A - REGULAR FICA CALCULATED
 Residence State: MASSACHUSETTS

Tax Treaty Indicator:

Done Internet 100%

Example 2: Accessing Through the Student Employees by Mail Code Function

Student Employment Office - Windows Internet Explorer

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

BU Student Employment Office

Boston University Business Link Student Employment logoff

STUDENT EMPLOYEES BY MAIL CODE

** 6 RECORDS SELECTED. **

Mail Cd: FSC00 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
[REDACTED]	[REDACTED]	003689	H	10	7.80	253.50		FSC00
[REDACTED]	[REDACTED]	017361	H	10	10.00	150.00		FSC00
[REDACTED]	[REDACTED]	A10200	H	9	8.60	94.60		FSC00
[REDACTED]	[REDACTED]	003689	H	10	7.50	11.25		FSC00
[REDACTED]	[REDACTED]	008897	H	10	7.80	273.00		FSC00
[REDACTED]	[REDACTED]	C43300	H	8	15.00	135.00		FSC00

Done Internet 100%

Student Employment Office - Windows Internet Explorer

BU Student Employment Office

STUDENT EMPLOYEE INFORMATION

Student ID: [REDACTED] **Student Name:** [REDACTED]
Semester: FALL **Year:** 07

I-9 Mail Code: EXP01 **Date I9 Completed:** 08/27/07 **Check Destination Mail Code:** FSC00
Visa Type: F1 **Work Expiration Date:** 09/25/12 **Entry Date:** 08/26/07
Employment Date: 09/17/07 **Employee Status:**
Status Change Date: 09/17/07 **Patent Mail Code:** **Notes:**
Last Check Date: 10/05/07 **Last ID/Name/Address Change Date:** 10/02/07
Termination Reason: **Reversal Date:**

Semester Earnings-To-Date: **FWS:** 0.00 **Departmental:** 135.00
Program Earnings-To-Date: **FWS:** 0.00 **Departmental:** 135.00

Job Number	Rate	Total Pay	Unit/Dept	Object	Source	Mail	Start Date	End Date	Term Date
C43300	15.00	135.00	018015	0908		FSC00	09/17/07	05/25/08	

TAX DATA **Federal Tax** **State Tax**
Method: 0 0
Marital Status: S S
Allowances: 1 0
Amount: 0.00 0.00
Non Resident Indicator: NRA

W4 Tax Year: 2007
FICA: B - NO FICA CALCULATED

Internet 100%

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