Memorandum

Dear Monthly Paid Student Employee:

We have good news for you! A change is coming to the way you will be paid beginning in January 2011. Monthly paid student employees are being converted to weekly-salaried student employees. As a weekly-salaried student employee, you will be paid each week instead of once a month. Just as you received a fixed payment as a monthly paid student employee, you will receive a fixed payment as a weekly-salaried student employee. In January, your department will be able to tell you what your weekly salary amount will be.

The first weekly-salaried payroll will produce a payment on Friday, January 14, 2011. This payment will be for the weeks’ ending January 2 and January 9 (provided that your department has established your record for the Spring semester). Subsequent payments will be processed weekly. This conversion is being implemented in order for Student Payroll to have a smooth transition into the new financial system currently under construction by the University.

We want to remind you that this change might require you to make adjustments to any automated payments and transfers you have established with your bank accounts. Also, your budgeting process may require some adjustment. Remember, it will be important to budget your money carefully, especially if you need to have money at the end of each month to pay your rent!

Finally, if you do not currently take advantage of direct deposit, I would strongly encourage you to apply for direct deposit now. Direct Deposit will eliminate the need for you to pick up your pay check on a weekly basis.

If you have any questions regarding this change, please contact your department payroll coordinator or email Student Payroll at stupayro@bu.edu.
Respectfully,

Carol Gately
Student Payroll Manager

Cc: Payroll Coordinators