Memorandum

Dear Payroll Coordinator:

The transition from our current payroll system to BUWorks (SAP) implementation is scheduled for June 20, 2011. While the student system is considered a legacy system and will not be replaced by SAP, it is necessary for SAP to obtain specific information from the student employment system in order to pay student employees. Unfortunately, not all information currently processed as part of student payroll is compatible with SAP. We would like to inform you of a modification required of the student payroll system regarding monthly paid student employees.

It will be necessary to convert current monthly paid student employees to weekly-salaried student employees. Weekly-salaried student employees will be paid each week instead of once a month. Just as monthly paid student employees received a fixed payment each month, weekly-salaried student employees will receive a fixed payment each week. Monthly-paid students who are currently hired to work in the spring 2011 semester (January 1, 2011 through April 30, 2011) will have their monthly salary automatically converted to a weekly salary. This change will be implemented in the first week of January, 2011. Students will receive their first weekly-salaried payment (for weeks ending January 2 and January 9) on January 14. Subsequent payments will be processed weekly.

Our plan for the conversion of monthly student employees to weekly salaried student employees should be seamless and should be completed in the first week of January. You will not need to make any changes to the records of those student employees who are already set up in jobs for the spring 2011 semester. These records will be converted systematically; you will only be required to verify the information when it is sent to you after the conversion process has been completed. The grade, job code and object code information for weekly salaried positions will continue to be the same as those currently used for monthly jobs; you will continue to use a grade of 0 and the same job codes which are currently accepted for monthly hires. The object code for weekly salaried employees will also continue to be 0902. The online student New Hire/Rehire function will be modified slightly to reflect the monthly to weekly changes.

IMPORTANT: In order to implement required system changes, we are planning to run our last fall 2010 to spring 2011 Rollover on Monday December 20. The New Hire/Rehire and Approve to Hire functions will be unavailable from December 20-December 23. All pending approval for monthly hired/rehired jobs (identified in the Approve to Hire function) must be approved by Friday December 17. We will notify you when the conversion process is complete and hiring may resume.
You will be hearing from us throughout the month of December with status updates. Please share this information with your staff and student supervisors who hire monthly paid students. Our office will also be sending out notices to monthly paid students advising them of this change in the next week.

If you have any questions regarding this change, please contact Student Payroll at 353-3588 or stupayro@bu.edu.

Respectfully,

Carol Gately
Student Payroll Manager